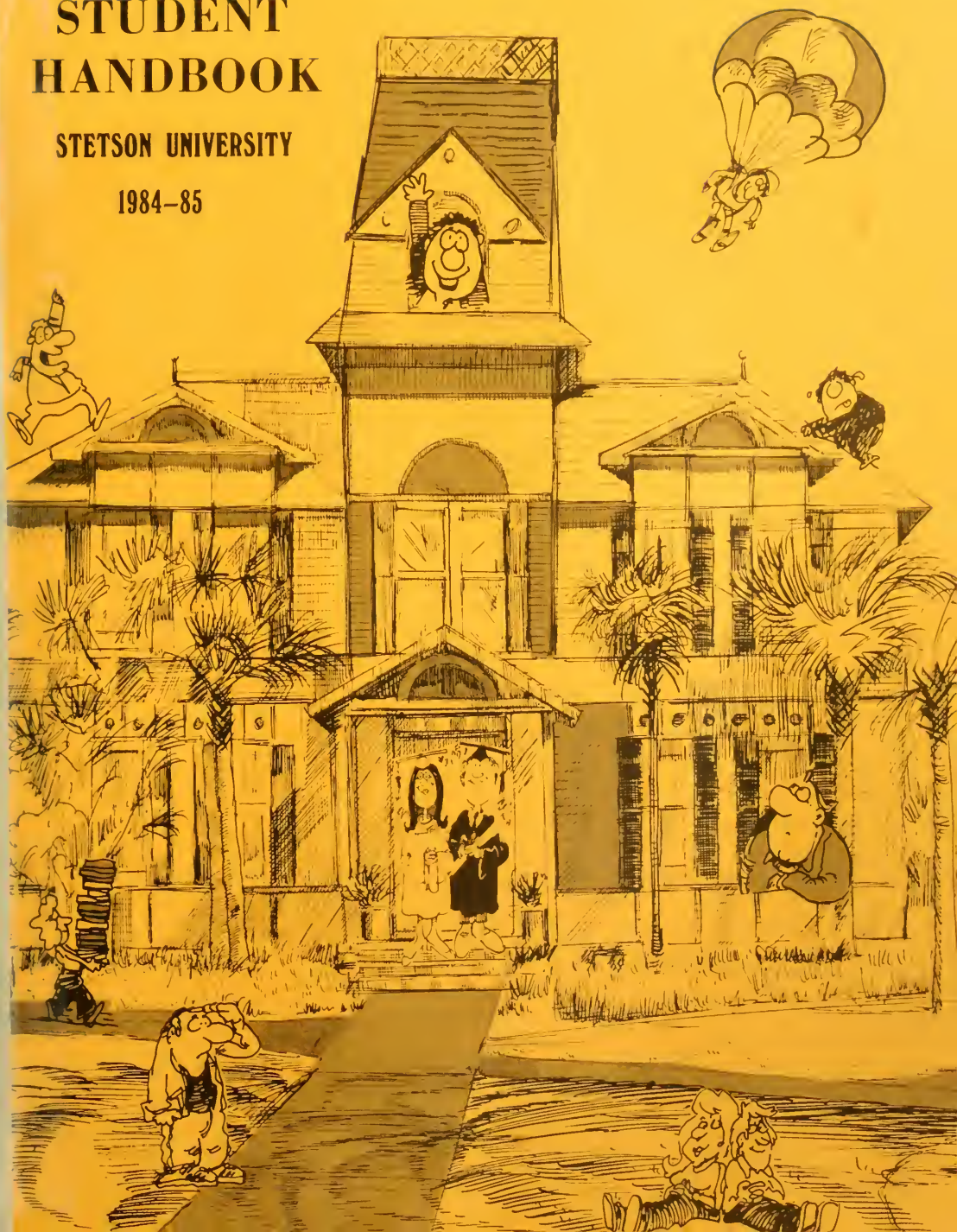


# STUDENT HANDBOOK

STETSON UNIVERSITY

1984-85



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# INTRODUCTION



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The *Student Handbook* is an official publication of Stetson University. It is published by the Office of Student Affairs to provide a general reference guide for campus activities, student life, and university procedures.

Stetson believes that the symbols, traditions, academic opportunities, and extracurricular activities are all a part of the student's total education. We take pride in the fact that Stetson students take responsibility and are involved in decision-making processes. This book describes the Residence Hall program and the Security and Traffic program, both of which are entirely staffed and operated by students. The traditional events such as new student orientation and Green Feather are all directed by student committees. Many university faculty and administrative committees have student representation. We feel that the opportunities at Stetson are limited only by the choices you wish to make. This *Handbook* will help you to choose the experiences and challenges you would like to encounter as part of the Stetson community.

*It should be understood that each student is responsible for information contained in this Handbook, particularly the sections pertaining to student life, regulations, and services. Academic policies and requirements are explained in the Stetson University Bulletin.*

*The University reserves the right to alter, amend, or abolish its rules or regulations at any time.*

*Stetson University admits students of any race, sex, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at this university. They do not discriminate on the basis of race, sex, color, national and ethnic origin in administration of their educational policies, scholarship and loan programs, and athletic and other university administered programs.*



# Have Fun!



# HISTORY AND TRADITIONS

## University Mission Statement

The purpose of Stetson University, as its founders intended, is to promote excellence in education which will make an effective contribution to society, will prepare its students for purposeful life experiences and will build and maintain an environment where the Christian ethic may nurture the development of meaningful personal and social values. To achieve this purpose and these related functions, Stetson seeks to be a community of administrators, teachers and students who share in the creation of an academic, social, professional, and spiritual climate where vital expression is given to the motto: "For God and Truth." It is therefore a Christian University where the disciplined study of the full range of conceptions of God, humanity, and nature is pursued to search for truth and determine its meaning. Because a concern for values is essential to Christian faith, Stetson University encourages the search for those values which may give direction to individuals as they relate to their social, political, and natural environment throughout their lives.

The city of DeLand and Stetson University have literally grown up together. DeLand was a small village when Mr. Henry DeLand, the principal citizen of the town, conceived the idea of founding a school. The first classes of "DeLand Academy" were held in the First Baptist Church of DeLand in 1883. The Academy became a college in 1885. In 1889 the name was changed to Stetson University in honor of the famous hat manufacturer, John B. Stetson, who made generous contributions to the University both in time and money.

DeLand Hall, one of the best-loved buildings on campus, is a reminder of the vision and dream which Mr. DeLand had when the University was founded. This small building in the center of the campus was the first building to be erected in the State of Florida for the teaching of higher education. It has been preserved in its original construction and has recently been renovated to house various administrative offices.

The University was a College of Liberal Arts until the founding of the College of Law in 1900, the first law school in Florida. The College of Law was moved to St. Petersburg in 1954, where larger courts and other advantages were available in that metropolitan area. Stetson also pioneered in the teaching of music and business administration and in offering graduate work leading to the MA degree.

Through the years, as the University has grown in academic strength and physical size, the good will existing between the City of DeLand and the University has grown, also. They combine efforts in many enterprises to promote cultural and educational opportunities for the community.



## The Seal

"Pro Deo et Veritate." The most familiar and significant symbol of Stetson is the seal bearing the school's motto, "For God and Truth."

## The Mace

Students are introduced to the official University mace at the first Convocation every fall. The faculty marshal carries the beautiful silver mace designed especially for Stetson. It is used at every official processional march. Its significance lends special dignity to the University graduation ceremonies.

## The Colors

The Stetson colors, green and white, were adopted about the same time as the seal and were used at the beginning of intercollegiate athletics in Florida. At the first Commencement in 1893, the stage was decorated with green and white. It is believed that the colors were chosen from the rich green of the orange trees and pure white of the orange blossoms.

## The Hat

The Stetson Hat has long been a symbol for the University. The meaning, of course, is derived from the fact that Mr. John B. Stetson, for whom the University was named, was a manufacturer of hats. This symbol is used to identify the athletic teams as "The Hatters," the Annual, and other publications. The Hat is often used an emblem for books, cards, etc.

## The Little Hatter

A jolly little fellow wearing a Stetson hat and known affectionately as the Little Hatter is a humorous symbol which is well-known to all students and alumni.

## Hulley Tower

The Tower located between DeLand and Chaudoin Halls was named in honor of Dr. Lincoln Hulley, a former president of the University. The Tower houses the Eloise Chimes which were the gift of Stetson alumni in honor of Mrs. Hulley.

## The Cupola

The white cupola atop Elizabeth Hall is a familiar sight in the community. It is lighted at night and can be seen throughout DeLand. The cupola is now used to identify Stetson stationery and as a symbol on many publications. The alumni news magazine is called "*The Cupola*."

## The Forest of Arden

The Forest is a well-loved spot on the campus. In the early history of the University this was the setting for many Shakespearean plays and for May Day activities. In recent years it has been the scene of Homecoming and Parents' Weekend picnic luncheons, of musical concerts, and prior to the erection of the Edmunds Activities Center was the site for Commencement exercises.

## Alma Mater

Dear Alma Mater, smile upon thy children!  
Gladly we greet thee, altogether lovely;  
Peace be within thy classic halls and temples,  
Hail, Alma Mater dear!

Hail to the heroes who have gone before us,  
Young men and maidens, filled with true devotion!  
Bright is their glory, fadeless and undying,  
Hail to our heroes gone!

Hail to our classmates, bound by ties ne'er broken;  
Here once again we pledge our vows of friendship;  
Brave hearts and true hearts sound aloud and chorus,  
Long live our comrades dear!

Dear Alma Mater, tenderly thy children  
Gather, and bring to thee gracious salutations;  
Comrades, your voices lift once again in chorus;  
Hail, Alma Mater dear!



# CAMPUS FACILITIES

DeLAND HALL, the first building constructed on the campus, houses the offices of the President, the Executive Vice President, the Provost, and the University Alumni Affairs and Development offices.

ELIZABETH HALL houses the administrative offices for Business and Financial Aid, Church Relations, the main auditorium, and a large number of classrooms of the Liberal Arts College.

FLAGLER HALL was originally built to house the Science Department and the College of Law. It is now used for Liberal Arts classrooms, the data processing center, the offices of Admissions, Registrar and Student Affairs.



SAMPSON HALL was Stetson's first Library building. When a new Library was constructed, the interior of Sampson Hall was restructured to house the Departments of Art, Foreign Languages, and American Studies.

The duPONT-BALL LIBRARY was completed in 1964. It is a beautiful, modern building which contains more than 400,000 catalogued items. Stetson was the first depository of Federal Government documents in Florida, and has since been appointed to be depository of Florida Government documents.

DAVIS HALL, the building which houses the School of Business Administration, was constructed in 1966.

SAGE HALL, a modern science center housing the Departments of Biology, Chemistry, and Physics was completed in 1967.

PRESSER HALL, the School of Music building, was dedicated in 1970.

CUMMINGS GYM, the old gymnasium on Woodland Boulevard, provides an area for informal recreation and physical education classes.

The CALKINS HOUSE is located on East Michigan Avenue next to the Counseling Center and houses the Offices of Continuing Education and Graduate Studies.

The OPERATIONS BUILDING is located on the corner of East Minnesota Avenue and North Garfield Avenue and houses the departments of Purchasing and Receiving, Physical Plant, and Housekeeping.

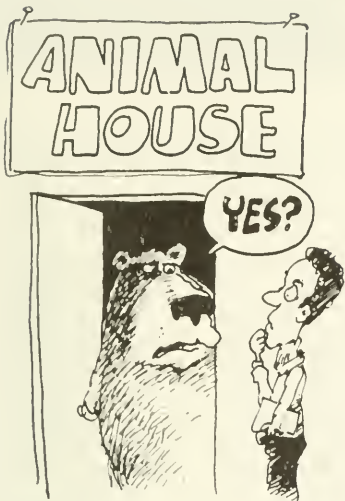


ALLEN HALL was built to house religious activities, to provide space for worship and recreation and for the Baptist Campus Ministry offices. The building also provides offices and a classroom for the Department of Religion.

STOVER THEATRE—This building, named in honor of Dr. Irving C. Stover, who was a professor of Speech and Drama at Stetson for more than fifty years, is the site of many plays and musical productions during the year.

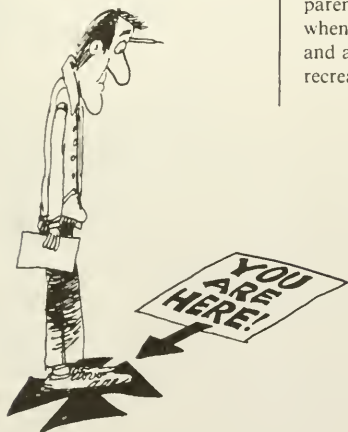
The PANHELLENIC LODGE houses the social area and Chapter meeting rooms of six sororities: Alpha Chi Omega, Alpha Xi Delta, Delta Delta Delta, Phi Mu, Pi Beta Phi, and Zeta Tau Alpha. Kappa Alpha Theta, Stetson's newest sorority, has a lodge adjacent to the Mini-Sub.

BRITAIN HALL houses the ROTC program and provides classrooms and recreational facilities for students enrolled in the military program.



**ALUMNI HOUSE**—This small, two story building which is headquarters for the News Bureau and Public Relations office was among the first homes built in DeLand.

The "MINI-SUB" is a small building near the union building where the office of the Stetson Union Board is located and where various activities sponsored by the Union Board are held.



The **COUNSELING CENTER** is located in a large brick building near the library. It is to this center that students may go for counseling concerning personal and vocational problems and is also the location of the Office of Career Planning and Placement.

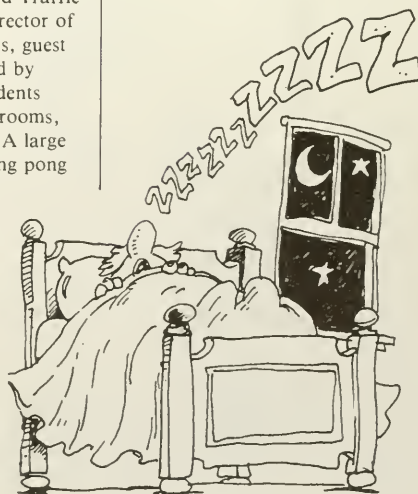
The **EDMUNDS ACTIVITIES CENTER** was completed in 1975 and is named for a former president, Dr. J. Ollie Edmunds. This multi-purpose building contains staff offices and classrooms for both women's and men's physical education departments. It houses the basketball court of the Stetson Hatters, and provides for all students recreation rooms, saunas, weight lifting and various other equipment for athletic activities. The building is also constructed to be used for dances, concerts, and entertainment of all kinds.

The **CARLTON UNION BUILDING**, located in the center of the campus, was constructed in the mid-fifties. This large building incorporates the food services, including the cafeteria, the grill (known as the "HAT RACK"), private banquet rooms, and the President's Dining Room for official University entertaining. The Union Building also includes the University Bookstore, the Post Office, the Security and Traffic offices, the office of the Director of the Union, committee rooms, guest rooms (which may be rented by parents and prospective students when available), recreation rooms, and a large student lounge. A large recreation area including ping pong



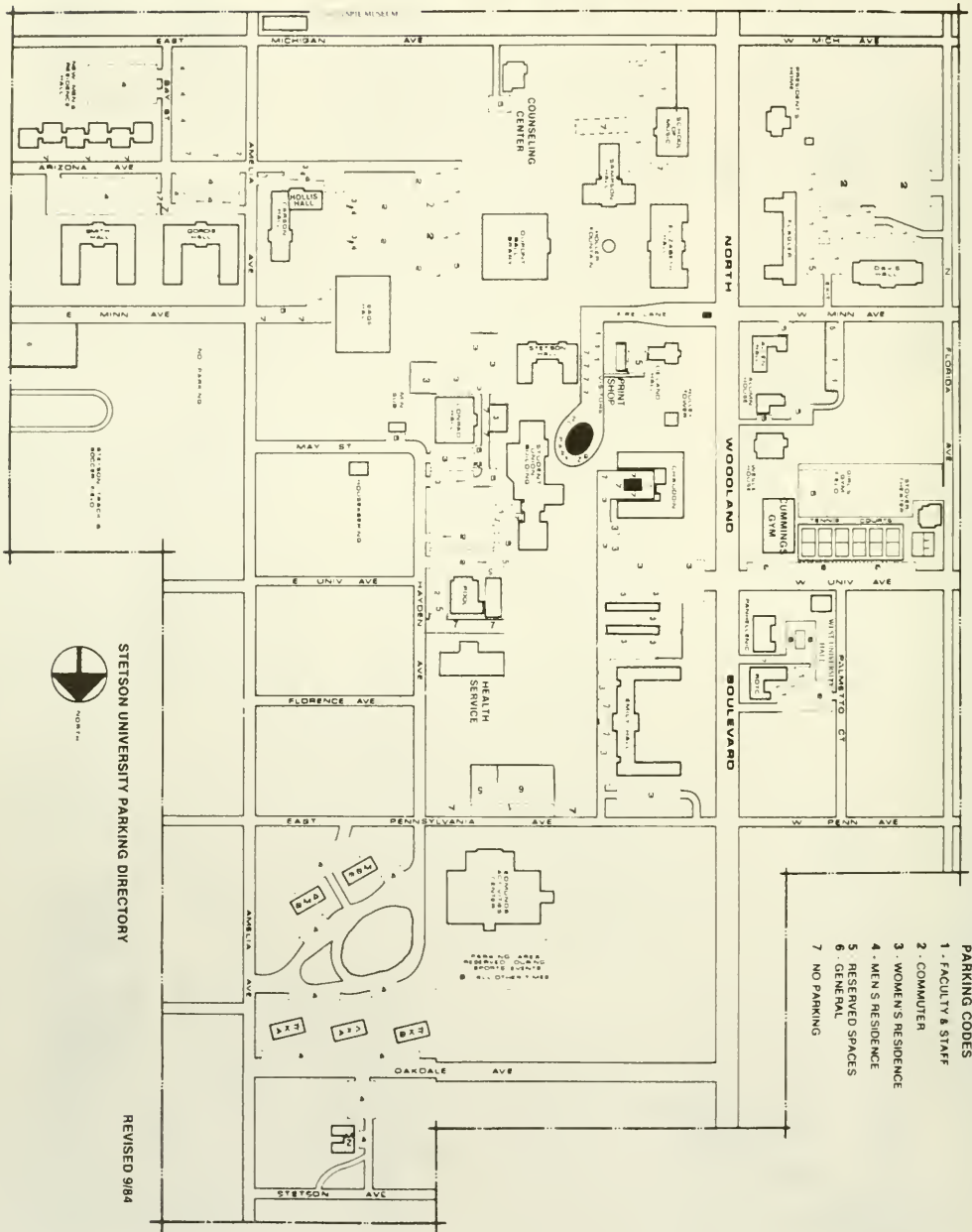
and pool tables, electronic games, and coffee house lounge area is located on the second floor of the north end of the building. The Student Government Office and the work areas for the *Reporter*, the student newspaper, the *Hatter*, the yearbook, and *Touchstone*, the literary magazine, are located here.

The **UNIVERSITY RESIDENCE HALLS** house over 1200 students. Women's residence halls include Stetson Hall, Chaudoin Hall, Conrad Hall, Emily Hall, West University Hall, and Hollis Hall. Men are housed in New Men's Hall, Carson, Gordis, and Smith Halls, and the five fraternity houses located on Fraternity Row. Descriptions of each residence hall may be found in *Hallmark: A Guide to Residence Hall Living*.





# CAMPUS MAP

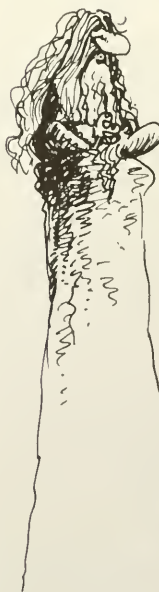




# WHOM TO SEE

		<u>RM.</u>	<u>EXT.</u>
<b>ABSENCES</b>	Your Professor Office of Student Affairs	10F	323
<b>ACADEMIC CALENDAR</b>	Registrar's Office	7F	375
<b>ACADEMIC REQUIREMENTS</b>	Registrar's Office	7F	375
<b>ACCOUNTS Student</b>	Student Accounts	E	368
<b>ADDING COURSES</b>	Registrar's Office	7F	368
<b>ADMISSIONS MATERIAL</b>	Admissions Office	8F	350
<b>ALUMNI PROGRAMS</b>	Mrs. Susan Bauerle	D	343
<b>ATHLETICS Intercollegiate</b>	Dr. Glenn Wilkes	EC	555
<b>BOOKS</b>	University Bookstore	BKS	270
<b>BUSINESS ADMINISTRATION</b>	Dean William Wright	5DH	310
<b>CAFETERIA Catering</b>	Mr. David Troupe Mrs. Shirley Ruggles	CAF	261 262
<b>CALENDAR OF EVENTS</b>	Mr. Rodney Ellis	213	254
<b>CAREER PLANNING</b>	Mr. George Williams	CC	256
<b>CARLTON UNION BUILDING</b>	Mr. Rodney Ellis	201	255
<b>CHANGE OF ADDRESS</b>	Department of Residential Life	9F	356
<b>CHANGE OF ACADEMIC ADVISOR</b>	Your Academic Dean		

<b>CHECK CASHING</b>	University Bookstore	BKS	270
<b>CONTINUING EDUCATION</b>	Dean L. Douglas Strickland	CAL	467
<b>COUNSELING</b>	Dr. George Hood, Office of Student Affairs	CC 9F	215 356
<b>DATA PROCESSING</b>	Mr. Richard Wright	6F	289
<b>DEGREE REQUIREMENTS</b>	Registrar's Office	7F	323
<b>DRAMATICS</b>	Mr. Bruce Griffiths Dr. James Wright	ST 207E	521 246
<b>DROPPING COURSES</b>	Registrar's Office	7F	375



**In  
search  
of a  
little  
advice?**



<b>EMPLOYMENT Off-Campus</b>	Mr. George Williams	CC	256
<b>FINANCIAL AID</b>	Mr. J. Daniel Moore	E	468
<b>FORENSICS</b>	Ms. Ann Burlin	203E	248
<b>GRADUATE COURSES</b>	Dr. L. Douglas Strickland	CAL	467
<b>GRADUATION</b>	Registrar's Office	7F	375
<b>GREEN FEATHER</b>	Mr. Rodney Ellis	201CUB	255
<b>HEALTH SERVICE</b>	Student Health Service	620 N. Hayden	486
<b>HOMECOMING</b>	Mrs. Susan Bauerle	D	343
<b>HONORS PROGRAM</b>	Dr. Paul Steeves	312E	599
<b>HOUSING On and Off Campus</b>	Department of Residential Life	9F	356
<b>INFORMATION</b>	Information Center	CUB	251
<b>INTERNATIONAL PROGRAMS</b>	Dr. Elsie Minter	110S	209
<b>INTRAMURALS</b>			
Men's	Mr. Robert Weikel	EC	557
Women's	Mrs. Sandra Raborn	EC	558
<b>LAW SCHOOL INFORMATION</b>	Dr. Evans Johnson	307E	478
<b>LIBERAL ARTS</b>	Dean Robert Perkins	E	377
<b>LIBRARY</b>	Mr. Sims Kline, Director	L	216
<b>LOANS</b>			
Educational	Financial Aid Office	E	468
Emergency	Office of Student Affairs	9F	356
<b>LOST and FOUND</b>	Information Center	CUB	250
<b>LOST ID CARDS</b>	Food Service Office	CAF	261



<b>MAIL</b>	Post Office	PO	266
<b>MAINTENANCE Requests</b>	Your RA		
<b>MEAL PLANS</b>	Food Service Office	CAF	261
<b>MILITARY (ROTC)</b>	ROTC Headquarters	BH	322
<b>MUSIC</b>	Dean Paul Langston	125P	514
<b>NEWSPAPER Reporter</b>	Lori Hastings, Editor	208CUB	528
<b>NEWS SERVICE and PUBLIC RELATIONS</b>	Mrs. Helena Nyerges	Alumni House	340
<b>ORIENTATION</b>	Ms. Jayne Marlowe	9F	356
<b>ORGANIZATIONS</b>	Ms. Jayne Marlowe	9F	356

<b>PARENTS' WEEKEND</b>	Mr. Rodney Ellis	201CUB	255
<b>PARKING PERMITS</b>	Traffic Office	211CUB	255
<b>PERSONAL PROBLEMS</b>	Counseling Center	CC	215
<b>PRINTING</b>	Mr. Mario Losasso	PS	306
<b>PUBLICATIONS, STUDENT</b>	Ms. Jayne Marlowe	9F	356
<b>READING and STUDY SKILLS</b>	Counseling Center	CC	215
<b>RECORDS</b>			
Academic	Registrar's Office	F	375
Personal	Office of Student Affairs	CC	323
<b>REFUNDS OF STUDENT FEES</b>	Student Accounts	E	368
<b>REGISTRATION</b>	Registrar's Office	F	323
<b>RELIGIOUS ACTIVITIES, General Info</b>	Mr. Charles Granger	A	550
<b>RESIDENTIAL LIFE</b>	Mr. Kemper Smith	9F	356
<b>ROOM RESERVATIONS</b>	Mr. Rodney Ellis	213CUB	254
Meeting Rooms			
<b>SECURITY</b>	Security Office	CUB	250
<b>SCHOLARSHIP INFO</b>	Financial Aid Office	E	468
<b>SORORITIES</b>	Ms. Jayne Marlowe	9F	356
<b>STETSON UNION BOARD</b>	Ms. Helena Dabrowski	Mini-SUB	522
	Mr. Rodney Ellis	201CUB	254
<b>STUDENT GOVERNMENT ASSOCIATION</b>	Mr. Bill Cumbie	206CUB	455
	Ms. Jayne Marlowe	9F	356
<b>SUMMER CONFERENCES</b>	Dean Garth Jenkins	10F	323
<b>SWIMMING POOL</b>	Mr. Ron Morris	PO	266

<b>TESTING</b>	Counseling Center	CC	213
<b>UNIVERSITY JUDICIAL COUNCIL</b>	Dean Garth Jenkins	10F	323
<b>WITHDRAWALS</b>	Mr. Kemper Smith	9F	356
<b>WORK-STUDY</b>	Mr. J. Daniel Moore	E	468
<b>YEARBOOK</b>	Ben Turoff	201CUB	528



### President's Cabinet

		<u>EXT.</u>
<b>Pope A. Duncan</b>	President	354
<b>H. Douglas Lee</b>	Executive Vice-President	341
<b>Denton R. Coker</b>	Provost	596
<b>H. Graves Edmondson</b>	Vice-President for Business and Finance	352
<b>James S. Potter</b>	Acting Vice-President for Church Relations	311
<b>Bruce R. Jacob</b>	Vice President and Dean of the College of Law	(813) 347-4560
<b>Robert L. Perkins</b>	Dean of the College of Liberal Arts	377
<b>William W. Wright</b>	Dean of the School of Business Administration	310
<b>Paul T. Langston</b>	Dean of the School of Music	492
<b>E. Garth Jenkins</b>	Dean of Student Affairs	323
<b>L. Douglas Strickland</b>	Dean for Continuing Education, Coordinator of Graduate Studies and Research	467
<b>Gary A. Meadows</b>	Director of Admissions	350
<b>James H. DeLap</b>	Chairman of the Faculty Senate	245

# STUDENT SERVICES

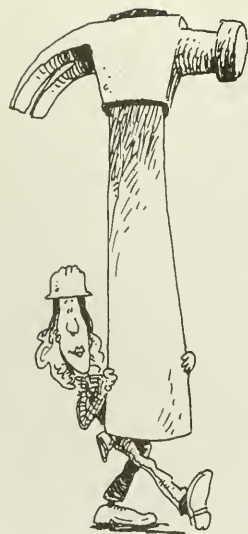
## Division of Student Affairs

The Division of Student Affairs has primary responsibility for the total life and environment of the students as a part of the University community. Each staff member is responsible for specific areas of student life, but all are available to any student who seeks assistance.

Closely related to the Division of Student Affairs are the Director of the Counseling Service and the campus ministry center directors.

### Student Affairs Staff

		<u>EXT.</u>
<b>E. Garth Jenkins</b>	Dean of Student Affairs	323
<b>Kemper D. Smith, III</b>	Associate Dean of Student Affairs and Director of Residential Life	357
<b>Melody M. Hall</b>	Assistant Director of Residential Life for Staff and Student Development	357
<b>Richard S. Hall</b>	Assistant Director of Residential Life for Operations	357
<b>Jayne L. Marlowe</b>	Director of Student Life	356
<b>Rodney L. Ellis</b>	Director of the Carlton Union	254
<b>James B. Tyson</b>	Director of Security and Traffic	250
<b>Janice B. Hess</b>	Director of the Student Health Service	486
<b>Robert Weickel</b>	Director of Intramural Sports	556
<b>George R. Williams</b>	Director of Career Planning and Placement	256





## Student Affairs Committee

The Student Affairs Committee is composed of students, faculty and administrative members, and is chaired by the Dean of Student Affairs. This Committee has functioned as a presidential committee since 1955 when it was established to deal with the non-academic areas of student life and to serve as a coordinating and advisory body for student organizations.

Included in the Committee's student membership are representatives from the Student Government, the Judiciary Council, the Student Publications Board, the Stetson Union Board, the Religious Life Council, the Interfraternity and Panhellenic Councils, the residence hall staff, and elected representatives from each of the three schools on the DeLand campus (Liberal Arts, Business Administration, and Music). All organizations on the campus receive their approval for official recognition from the SAC.

## Residence Hall Information

Stetson University prides itself on being a residential University. Approximately 1,500 undergraduate students are housed on campus in University residence halls. Each of the residence halls has a Head Resident and a staff of Resident Advisers (RA's). The total staff is composed of over 120 students. Each spring a large number of applicants are carefully screened and selected to serve in this capacity. There are pre-school Fall workshops and on-going workshops throughout the year under the direction of the Department of Residential Life in which the staff members are trained for their responsibilities. The Stetson University Residence Hall Staff is committed to working with students in the development of a sense of community conducive to academic and personal growth through programming, advising, and acquainting students with the total college experience.

## Residence Hall Policies

### Residence Requirements—

All students **MUST** live in the residence hall unless they meet one or more of the following criteria:

- A. The student has reached age twenty (20) by registration day of the Fall Semester;
- B. The student is married and lives with spouse;
- C. The student resides with immediate family and commutes to class (member of family for this purpose is defined as parent(s), guardian, uncle, aunt, grandparents, or brother/sister who are not themselves enrolled at Stetson University);
- D. The student has earned sixty-four hours (64) academic hours (junior status) excluding CLEP hours.

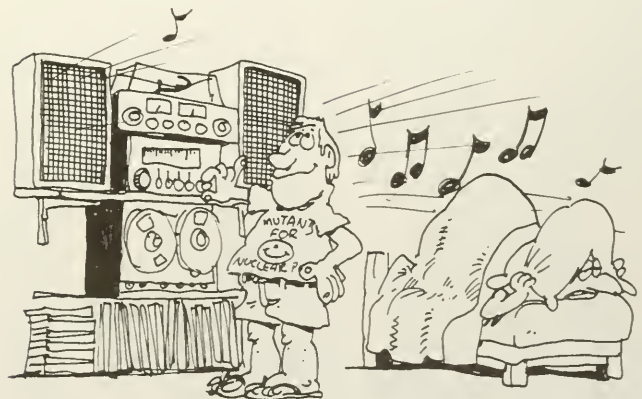
### Stetson University Housing Agreement—

The University desires to provide housing at the highest possible quality at the lowest possible rate. This agreement notes the terms and conditions, additional conditions and responsibilities, residency requirements, cancellation procedures, and refund of monetary payments. Detailed information is available from the Department of Residential Life.



### Residence Hall Procedures—

Members of the University community who wish further information regarding Residence Halls, University policies and operation, should consult the Residence Hall Guidebook. Students interested in securing a Residence Hall assignment and students presently residing in University housing are urged to be familiar with the information and housing policies stated in the Guidebook.



## REAL WORLD



### Career Planning and Placement

Stetson University established the Career Planning and Placement Office to counsel and guide students and alumni in career planning and to assist them in conducting an intelligent job search.

This office, located in the Counseling Center, provides career counseling for all students; maintains a Career Library containing reference materials pertaining to career employment opportunities, employment trends, and specific job opportunities; assists students with resume preparation and interviewing techniques; schedules on-campus interviews with representatives of various businesses, industrial firms, and governmental agencies (also with representatives of graduate and professional schools); provides referral service of students' credentials to potential employers; serves as a clearinghouse for off-campus part-time and summer employment; and annually hosts an Annual Career Exposition (ACE) involving recent graduates and business, industrial, and governmental agencies.

### Counseling and Testing Services

THE COUNSELING CENTER, sometimes called the "Brick Palace," is located 100 yards due south of the duPont-Ball Library and offers a variety of services to Stetson students.

Some of these services are personal counseling (held in confidence and not a part of the student's University record), group counseling, career and life planning, effective study techniques, testing programs (CLEP, SAT, ACT, GRE, LSAT, MAT, etc.); vocational testing and interpretation, educational decision-making, Community Outreach programs (volunteer work in community agencies), training in interpersonal relations, and graduate study in Counseling. Appointments with a consulting psychiatrist are made when necessary by the Director of the Counseling Center.



### Student Health Service

Stetson provides a full-time health service under the direction of the University physician. In addition, the staff consists of one advanced registered nurse practitioner, five nurses, a consulting pharmacist, and a consulting psychiatrist. The physician is in the Health Service at 1:00 p.m. on Monday, Tuesday, Thursday and Friday and at 8:00 a.m. on Wednesday. He is available at any time for emergencies or advice.

Students are requested to observe the regular Health Service hours—7:00 a.m. to 10:00 p.m.—daily except in emergencies. A nurse is on duty for emergencies from 10:00 p.m. to 7:00 a.m. On weekends, the health service is closed from 7:00 a.m. Saturday to 7:00 p.m. Sunday except for clinic hours from 12:00 p.m. to 2:00 p.m. on Saturday and Sunday. If medical assistance is

necessary during the time that the health service is closed, students are asked to use the emergency room of West Vossia Memorial Hospital or Fish Memorial Hospital, which are located five minutes from the campus. Allergy clinic hours for students referred by their allergist are Monday, Tuesday and Friday from 9:00 a.m. to 11:00 a.m. Allergy shots will be administered by a registered nurse under the close supervision of the University physician.

The staff is available for assistance and counseling, and students can feel free to go to the Health Service to discuss any problem related to their physical or emotional welfare.

Medical excuses covering absence from class or University exercises are not issued by Student Health Service. Course requirements, attendance, opportunities and methods of making up missed work are functions of the faculty and academic administration. However, when an instructor feels it necessary to verify a student's statement of illness, he/she may do so by contacting the Health Service. The student should be seen at the Health Service the day of illness for medical treatment as well as verification of illness. Students will be charged for all antibiotics and prescription medication.

### Health Insurance

It is very important that students and parents understand that the University does not provide any form of insurance for students. It is suggested that students who are included in family policies bring this information and have the policy numbers available in the event of accident or emergency illness.

### Print Shop

The Print Shop, behind DeLand Hall, is available to the students for the copying of theses and term papers when 15 or more copies are required. Services are also available to all campus organizations for the printing of stationery, programs and notices. Hours are from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m. during the school year.

## Carlton Union Programs

The Director of the Carlton Union has his office in the Carlton Union Building (Room 201). He works as advisor to the Stetson Union Board which is the student committee responsible for planning and promoting many of the student activities held on the campus. The Director is responsible for the coordination and implementation of many University-wide events. In addition to advising and planning with the Stetson Union Board, he cooperates with the Artists and Lecturers Committee, and various other committees and organizations.

### Campus Security

In 1967 Stetson University initiated a new program in campus security. Campus security at Stetson University is operated by full-time students. The Office of the Security and Traffic, which is composed of approximately 35 persons, is on duty 24 hours a day, and through its very sophisticated communication system and extensive training program provides security for the University and its students which has proven to be highly successful.

The Security Office is responsible for promoting student safety, as well as the security of University buildings and grounds. Every student should be alert to report to Security any trespassers on campus or any suspicious person or situation.

### Student Mail Service

The Stetson Post Office, located behind the Hat Rack Patio, serves both commuter and residential students. Each student is assigned a University mail box with its own combination. If packages are sent to your campus box, you'll receive a notice and may pick them up at the window during post office hours. Your box number is now your official Stetson mailing address.



### Food Service

The food service at Stetson is under contract with Morrison, Inc.

Freshmen and sophomores in the residence halls are required to purchase a 21-meals-per-week plan or a 15-meals-per-week plan, whichever they choose. There is no requirement for juniors and seniors, although many do continue with the food service. Juniors and seniors and commuting students may also purchase a 7-meals-per-week plan. Meals are served in the "Commons" and there are unlimited seconds on most items, unlimited beverages, an open salad bar, and a deli line. Students also have the option of eating a specified number of meals at the Hat Rack, the University sandwich shop.

The Food Service also caters many functions including student organizations' events. Menus and prices may be obtained through the Catering Office on the second floor of the Carlton Union Building.

### Commons Hours

Breakfast M-F . . . 7:00 a.m.-9:30 a.m.  
Lunch M-F . . . . 11:00 a.m.-1:30 p.m.  
Dinner M-F . . . . 4:30 p.m.-6:30 p.m.

### Hatrack Hours

Monday-Saturday .8:00 a.m.-1:00 a.m.  
Sunday . . . . .12:00 noon-1:00 a.m.

### Post Office Hours

Monday-Friday . . .8:30 a.m.-3:30 p.m.  
Saturday . . . . .(no window service);  
mail posted 8:00 a.m.-11:00 a.m.

### Financial Aid

The purpose of the Financial Aid Program at Stetson University is to make available financial assistance to any student who qualifies for admission, but would be unable to enroll or continue his education due to financial circumstances beyond his control.

After an applicant is accepted for admission, his Financial Aid Form has been appraised, and an amount of financial need has been established, the Financial Aid Director determines which type, or types, of aid will best fit his circumstances. Most applicants will have their need met through a combination of various types of aid.

Financial aid is awarded to Stetson students on the basis of need and a request must be submitted each year for renewal.







## Hatter Bookstore

One of the first places visited by students is the Hatter Bookstore adjacent to the Carlton Union Building where textbooks, stationery supplies and convenience items such as soap and aspirin are sold. The store also carries Stetson memorabilia and sportswear. Newly purchased text books may be returned for a full refund during the first three weeks of Fall and Spring Semester and during the first week of Winter Term and Summer Semester. The Hatter Bookstore will also place special orders for books that are not stocked by the store.

### Bookstore Hours

(Academic Year)

Monday-Friday . . . 8:00 a.m.-4:30 p.m.  
Monday Evening . . 5:45 p.m.-7:30 p.m.  
Saturday . . . . . 9:00 a.m.-12:00 noon

### Check Cashing

Students may cash personal checks up to \$25.00 at the cashier's station at the Hatter Bookstore. Only one check per day may be cashed and a Student I.D. is required. No two-party checks will be accepted.

You will save yourself a great deal of transaction time if you set up a local checking or savings account as opposed to maintaining out-of-state accounts. Several banks are located within walking distance to the campus.

## du-Pont Ball Library

The library often becomes a student's second home and it is important to learn how to use it effectively. Services include inter-library loan assistance, computer assisted reference services, audio-visual services, photo-copy machines, and microfilm and microfiche reader prints. Reserve books are available at the circulation desk and reference assistance is available daily and in the evenings, Sunday through Thursday. No food, drink, or smoking is allowed in the library.

All material to be used outside the library must be checked out at the circulation desk. You must present your Stetson I.D. so that necessary records can be made. Books may be checked out for two weeks and overdue charges are five cents a day. Additional information about library services and policies are published in a library brochure that may be obtained from the circulation desk.

### Library Hours

(Academic Year)

Mon.-Thurs. . . . 8:00 a.m.-11:00 p.m.\*  
Friday . . . . . 8:00 a.m.-5:00 p.m.  
Saturday . . . . . 9:00 a.m.-5:00 p.m.  
Sunday . . . . . 1:00 p.m.-11:00 p.m.\*

(Exceptions: Holidays and examination schedules will be posted)

\*Sunday through Thursday the Circulation desk closes at 10:30 p.m.

All books must be checked out before this time.

## Student Identification Card

A student registered for classes is issued an identification card which contains his picture, name, address, student number and birthdate. This I.D. card also serves as a student activity card and must be used to gain admission to university-sponsored activities. It may also serve as a library card and a meal ticket for boarding students. Should the student have to leave the University for any reason during the year the card is turned in at the Food Service Office. Lost I.D. cards are replaced at a nominal fee.



## Emergency Loan Fund

An Emergency Loan Fund is maintained in the Office of Student Affairs. The fund is administered by the staff in the Office of Student Affairs, who determine whether the student's need is truly a deserving and legitimate emergency, such as medical needs, emergency transportation, or other justifiable reasons. The amount of the loans varies according to the need, but generally is in the \$10 to \$50 range. There is no interest charged, and a reasonable time is allowed for repayment.

## Scheduling Events

The University master calendar is kept in room 213 of CUB. *This calendar should be checked before plans are made for any social or academic affairs in order to avoid conflicts.* All events must be scheduled on this calendar. Arrangements for the use of most buildings and rooms are also scheduled in this office, but in cases where certain buildings are scheduled elsewhere, the person who schedules the event will be advised where these requests should be made.

## Student Accounts

### Advance Fees

All applicants, except auditors, are charged a one-time non-refundable advance fee of \$100, which will be credited to the student's account. Returning students must pay a non-refundable advance fee of \$50, which is credited to the student's account.



## Tuition & Fees

For the College of Liberal Arts, the School of Music, and the School of Business Administration, see the insert in front of the catalog. For Summer Session charges, see the Summer Session brochure.



## Meal Charges

Charges are for the full meal service, 21 meals a week. An optional 15-meals-per-week plan is available for all students and a 7-meals-per-week plan may be purchased by juniors and seniors in residence halls as well as all commuting students. Resident freshmen and sophomores, and all resident upper-classmen receiving more than \$500 financial aid (other than loans) must purchase meal tickets. The University reserves the right to adjust prices on meal plans at the beginning of each term. A \$5.00 charge is made for each meal ticket lost. Changes in meal plans can only be made at the beginning of a semester.

## Special Charges

New students pay an orientation fee of \$30. There is a deposit of \$15 for those participating in the R.O.T.C. For graduate students, there is a \$25 graduation fee; where applicable, there is a fee of \$30 for binding three copies of the thesis, and a fee of \$10 for each additional copy bound. There is a general University annual fee of \$200 covering all full-time undergraduate students.

## Insurance

The University does not provide accident or health insurance for students. Optional outside student insurance may be obtained at personal expense by the student. Free Infirmary services are provided for minor illnesses, but do not include doctor's prescription or antibiotics, which are provided at cost.

The Comptroller can provide information relative to local insurance agencies which may serve the needs of the students.

## Student Billing

Regular students taking eight or more credit hours in the fall and spring semesters will be billed on an annual basis for the school year. Half of this bill must be paid before, and no later than, the date of registration for the fall semester. The remaining half must be paid no later than the date of winter term registration. Students who take seven or fewer credit hours in the fall and spring semester will be billed each semester, as will graduate and post-graduate students. The full amount of this bill must be paid before registration. Registration is complete only when all charges have been paid.

Any arrangements for deferred payments must be established before registration, through one of several tuition financing agencies. If necessary, write the University Comptroller for detailed information and contract forms.

## Student Withdrawal and Drop Refunds

A student withdrawing during the first seven weeks of a semester will receive a pro-rated tuition refund as follows: During the first week, 90 per cent; up to and including two weeks, 80 per cent; between two and three weeks, 60 per cent; between five and seven weeks, 5 per cent. After seven weeks of a semester, no refunds will be made, except for severe illness or other emergency. In the summer or winter terms, students who withdraw within the first week will receive a refund of 50 per cent. After one week,



no refunds will be made, except in unusual cases as explained above. One half of the winter term tuition, room, and board is charged each student who withdraws at the end of fall semester, except students who graduate at that time.

All students must attend the winter term. Students who vacate the residence halls after registration will receive a refund minus a one hundred dollar (\$100) charge plus five dollars (\$5) per day of occupancy if they withdraw before the end of ten (10) class days. No refunds shall be issued for a student after this period. Meal Ticket charges are refunded on a pro-rated basis for the period after the withdrawal date up to three weeks into the semester, after which all refunds for meal tickets are subject to 50 per cent refund fee. Courses dropped during the first week of the semester are given a 100 per cent refund. No refund after the first week is permitted. No adjustments—other than those described in this paragraph—are made for any fees.



# STUDENT LIFE

Student activities contribute much to the academic and extracurricular life of Stetson University. Being involved in campus life as a leader, planner, musician, entertainer, or group member is essential to your complete, rewarding education. These activities provide you with opportunities to develop in interpersonal, leadership, and management skills while promoting self-motivation, responsibility, and discipline. Such activities can also serve as constructive outlets for energy and recreation, and complement classroom learning through practical application of concepts and theories.

# JOIN US!

## Student Organizations

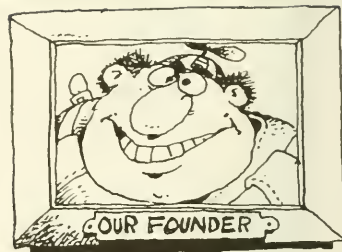
Following is a list by classification of organizations at Stetson University. These organizations are those officially sanctioned to function at Stetson in the 1984-85 academic year. Each student organization is required to register a Charter Renewal Form with the Director of Student Life no later than April 15 of each year declaring their intention to function as an organization the following academic year, and listing their officers and faculty advisor for the following year. Organizations failing to do this will forfeit the right to use University facilities or receive University funds. It is the responsibility of each organization to keep a current constitution on file with the Director of Student Life.

## SCHOLASTIC AND HONORARIES:

Alpha Kappa Psi (Business)  
Beta Beta Beta (Biology)  
Delta Tau Kappa (Sociology)  
Gamma Sigma Epsilon (Chemistry)  
Kappa Delta Pi (Education)  
Mortar Board (Leadership)  
Mu Beta Alpha (Business)  
Omicron Delta Kappa (Leadership)  
Phi Beta Kappa  
Phi Chi Theta (Business)  
Phi Eta Sigma (Academic)  
Psi Chi (Psychology)  
Political Science Honorary  
Sigma Tau Delta (English)  
Theta Alpha Phi

## DEPARTMENTAL:

*(Student Affiliates)*  
Accountancy Club  
American Chemical Society  
Association for Computing Machinery  
"Forum" (Political Science)  
Order of the Small Business Institute  
Pre-Health Professionals Society  
Scabbard and Blade  
School of Music Advisory Council  
Society of Physics Students



## SOCIAL: FRATERNITIES AND SORORITIES:

Alpha Chi Omega  
Alpha Tau Omega  
Alpha Xi Delta  
Delta Delta Delta  
Delta Sigma Phi  
Kappa Alpha Theta  
Lambda Chi Alpha  
Phi Mu  
Phi Sigma Kappa  
P Beta Pi  
Pi Kappa Alpha  
Pi Kappa Phi  
Sigma Nu  
Sigma Phi Epsilon  
Zeta Tau Alpha

## RELIGIOUS:

Baptist Campus Ministry  
Canterbury Club (Episcopal)  
Catholic Campus Ministry  
Ministerial Association  
Religious Life Council  
Wesley Foundation (Methodist)

## ATHLETIC:

Judo Club

## MISCELLANEOUS:

Bacchus  
Green Society  
Interfraternity Council  
Order of Omega (Fraternity Honorary)  
Panhellenic Council  
Rho Lambda (Panhellenic Honorary)  
Stetson Union Board  
Stetson Wrestlerettes  
Student Government Association

## Organization Policies

**RECOGNITION**—An organization at Stetson University is any group of students, faculty members or both who have been given official recognition by the Student Affairs Committee and the administration of the University.

**QUALIFICATIONS**—In order to qualify as a recognized organization at Stetson University,, the following must be accomplished:

1. The group seeking recognition must submit to the Student Affairs Committee a constitution with the following information:
  - a. Name of organization
  - b. Purpose of organization
  - c. Membership eligibility
  - d. List and description of officers and duties
  - e. List of committees and their functions
  - f. Provisions for amendments to constitution
2. Roster of Charter members
3. Name of faculty advisor and his statement of consent to serve in advisory capacity.
4. The constitution, list of Charter members and faculty advisor consent statement must be submitted to the Student Affairs Committee one week prior to voting.
5. The recommendation of the Student Affairs Committee is sent to the Dean of Student Affairs for final approval.

**POLICY ON HAZING**—Stetson University believes that involvement in student organizations greatly enhances the development of college students. An organization's member education program, if developed and conducted in an atmosphere of mutual respect with social and moral responsibility, can contribute much to the students' total education. In keeping with this principle, and in view of a history of abuses by student organizations at Stetson and university campuses throughout the country,

Stetson University has defined hazing as any action taken or situation created intentionally, on or off the University campus, by students or off-campus individuals to produce physical discomfort, embarrassment, harrassment, or ridicule. Any student organization that is found in violation of this policy will be subject to a review of is continued functioning by the Dean of Student Affairs at which time appropriate action of the most serious kind will be taken.

Student organizations may develop more detailed statements on hazing which will be supported by the University.

## FOCUS

The Orientation Program is the responsibility of the Division of Student Affairs. The FOCUS Committee is chaired by students who lead in the planning of the program designed to help new students become acquainted with the University. In addition to the orientation activities, each new student is assigned a FOCUS Advisor, an upper class student who assists the students in their academic planning and social adjustment at Stetson. The FOCUS Staff is selected each spring to serve for the following year.



## Green Feather

Every Fall, Stetson students have their own community fund drive. "Green Feather Week" involves many students who raise funds by participating in variety shows, art festivals, flea market sales, and many other activities climaxed by a gala Carnival at the end of the week. Annually students raise between eight and ten thousand dollars to share with the United Fund of Volusia County and with worthy organizations in the community.



## Homecoming

Homecoming at Stetson is held in the winter. The emphasis is placed on providing a program which students as well as returning alumni can enjoy. It is traditional to bring to the Edmunds Activities Center some outstanding entertainment, in addition to the Homecoming basketball game and various activities where old friends can renew acquaintances and meet present students.

## Parents' Weekend

Stetson's 26th Annual Parents' Weekend will be held April 12-14, 1985. Each year some 1,200 parents come from all parts of the country to participate in the weekend activities. Emphasis is placed upon providing opportunities for parents to meet and visit with faculty and administration and "to become acquainted" with the campus.

## Model Senate

Stetson will hold its 14th Annual Model Senate on April 1-2, 1985. This unique program is planned and executed by students with the assistance of professors in the Department of Political Science. Student delegates throughout Florida and the Southeast assume the role of a United States Senator and have the experience of introducing bills, discussing and voting on legislation, participating in caucuses, and meeting visiting political leaders.



## Artists and Lecturers Series

The Artists and Lecturers Committee, composed of faculty and students, brings to the campus outstanding speakers and performers in the arts, letters, and science. The series supplements those areas of University curriculum that are already strong and adds variety by bringing programs in those areas not represented on our campus.



## Religious Activities

Activities of student religious centers are coordinated by the Religious Life Council (RLC). The RLC is composed of three representatives from each of the chartered religious organizations on campus: Baptist Campus Ministry, Catholic Campus Ministry, Canterbury (Episcopal) House, Wesley (Methodist) House, Westminster (Presbyterian) Fellowship, and the Student Ministerial Association. The RLC coordinates student religious life programs and emphases at Stetson. Recent RLC programs have included a dramatic performance by Ragan Courtney, a concert by "Truth," the Oxfam Fast for World Hunger, the Raft Debate, and Robert Short's visual presentations.

Among the many noteworthy religious programs scheduled by the University during the year are the Christian Commitment Preaching Series held in September and the Christian Theology series, held in February, which bring many outstanding theologians to our campus. All members of the University Community are encouraged to participate in the interdenominational chapel service held in Elizabeth Hall each Wednesday morning. A variety of worship experiences is planned by the Chapel Committee which is composed of students, faculty, and administrators. In addition to on-campus activities, students are encouraged to become involved in the church of their choice in the DeLand community.

## Student Government Association

The principal avenue for student participation in University governance is through the Student Government Association. The working bodies of the S.G.A. include the Student Senate, the Cabinet, and the Student Body President and Vice-President. Twenty-five student senators are elected from the student body during the annual spring elections. In addition to providing input on university policy and lobbying for student concerns, S.G.A. selects student co-chairmen for FOCUS, Green Feather, Homecoming and Parents' Weekend and recommends students to sit on university committees. Programs sponsored by S.G.A. include Sports Night, an annual General Assembly, and a dinner for DeLand merchants.

All students are invited to Senate meetings on Monday nights at 7:00 p.m. in Rooms 204-205 in the Carlton Union Building. The S.G.A. Constitution is undergoing revision, but a current copy may be obtained from the S.G.A. Office, Room 203, C.U.B.

### 1984-85 SGA Officers

Bill Cumbie, President  
Drew Severance, Vice-President  
Jayne Marlowe, Advisor



## Stetson Union Board

The Stetson Union Board is the student organization responsible for most of the student activities, services and entertainment on the campus. The Board consists of a president, vice president and eight representatives-at-large, all elected annually, and nine committee chairpersons who are appointed by the entire Board. The committee chairpersons, working with their respective committee members, oversee the activities and events in their particular area. The eight committees are as follows:

Coffeehouse — provides coffee-house type entertainment.

Concert — plans and implements all popular concerts.

Films — provides weekly films, usually on Friday nights.

Fine Arts — plans activities dealing with the arts; also keeps students informed of area art offerings and at times provides transportation to these events.

Public Relations — publicizes all SUB activities; also operates the poster room — a campus-wide poster printing service.

Radio — WSTN, a closed circuit radio station, broadcasts in the Carlton Union Building.

Recreation—sponsors canoe trips, backpacking trips, fishing expeditions, Bowl-a-rama, etc. Also oversees camping equipment rental.

Student Services — operates the recreation area at the north end of the second floor of the Carlton Union Building and is responsible for student refrigerator rentals.

The Mini-SUB, site of the Board's office, is located directly behind Conrad Hall.

### 1984-85 SUB Officers

Helena Dabrowski, President  
Gina Bettis, Vice-President  
Rodney Ellis, Advisor



## University Judiciary Council

The University Judiciary Council serves as a link between the University Administration and the students. Any student's violation of University Regulations will be brought before the Council for adjudication. The Council in adjudicating each case tries to develop a sense of responsibility and high standard of conduct in each Stetson student as a corollary to its judicial function.

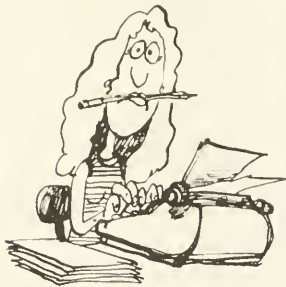
The Judiciary Council consists of two sophomores, four juniors, and six seniors making a total of twelve members in all. One sophomore, two juniors, and three seniors will be female, while the corresponding numbers will be men. Students maintain their position on the Council until expected graduation from the University. Elections to the Council are held every spring under the rules of the Council Constitution. No more than three members of any recognized student group may be members of the University Judiciary Council at one time.

### 1984-85 Judiciary Council Officers

Mark McGowan, President  
David Miller, Vice-President  
Dean Garth Jenkins, Advisor

## Student Publications

If you enjoy being part of a team which works to publish quality, artistic, and memorable literature, Stetson has three student-produced publications for you. If you wish to become part of a staff, contact the editor of the particular publication or the Department of Student Life. All publications are governed by a board consisting of student, faculty, and administrative advisors. Editors of each publication are elected in spring elections to serve for the following year.



## The University Yearbook *The Hatter*

Capturing the memories of an academic year in a publication that your fellow students will treasure, is the challenge of working on a yearbook staff. If you are a photographer, a skilled artist or writer, or if you are interested in learning, the staff will welcome you. This year's editor is Ben Turoff and the *Hatter* office is located on the second floor of the Carlton Union Building.

## Student Newspaper *The Reporter*

*The Reporter* is the oldest college newspaper in Florida and is published every Friday. If you are interested in being a part of the excitement of producing Stetson's news, features, sports, and trivia as it occurs, contact Lori Hastings, editor, or drop by *The Reporter* office in the CUB.

## Literary Magazine *Touchstone*

If you are a person who practices the art of fiction, poetry, essay, drawing, or photography, you can share your work in *Touchstone* which is published in the spring of every year. The magazine is designed and produced totally by students and contents are selected competitively by the student editorial board. This year's editor is Sam Acevedo.

## Intercollegiate Athletics

Stetson University is proud of its history and tradition in the area of intercollegiate athletics. Hatter basketball and baseball teams play national schedules and have achieved ranking as major powers. Other collegiate teams for men are soccer, wrestling, golf, tennis, cross country and volleyball. Intercollegiate teams for women are basketball, volleyball, tennis, and softball. Stetson is a member of the National Collegiate Athletic Association and both men's and women's teams compete on a Division I level.

Students are admitted free to any sports event upon presentation of a Stetson I.D.





## Intramural Athletics

Stetson has one of the most comprehensive intramural programs of any school its size in the country. Over two-thirds of the student body participates in a wide variety of men's and women's intramurals. The sports include flag football, basketball, softball, volleyball, swimming, horseshoes, ping pong, badminton, golf, olympics, racquetball and tennis. Various levels are established through leagues from residence halls, fraternities, sororities, clubs and organizations. The diverse program and broad participation make it one of the most popular programs on campus.

## Equipment

All sports equipment may be checked out from the equipment room located in the lower level, west end, of Edmunds Center. The room is open during scheduled Edmunds Center hours. All sports equipment must be returned the day it is checked out. Special arrangements must be made for weekend or overnight checkouts.

There will be a charge made to students who fail to return equipment on time. A charge will also be made for lost or broken equipment that has been checked out.

## Sport Facilities And Equipment

The indoor and outdoor facilities of Stetson University are available to the student body for instruction in Physical Education classes, for participation in the intramural sports program, or for undirected recreational activity. It is the wish of the Physical Education Department that each student make use of these facilities as much as possible.

## Outdoor Facilities

- 1 soccer field
- 2 multipurpose fields —
  - 3 football
  - 4 softball
- 5 volleyball courts
- 1 outdoor multipurpose area —
  - 5 tennis courts
  - 2 basketball courts
- 2 horseshoe courts
- 6 tennis courts
- 1 tennis beat wall
- 6 racquetball courts
- 1 archery range
- 1 swimming pool
  - 25 yards x 25 yards
  - one-meter board
  - three-meter board
- 6 basketball half courts

## Indoor Facilities

- Edmunds Center
- 2 basketball courts
  - 2 volleyball courts
  - 3 badminton courts
  - 1 weight room
  - 1 recreation room
  - 1 training room
  - 1 fitness room (multipurpose)

- Dressing facilities
- Men-lower level
  - Women-second level

Cummings Gym — (Open 6:00-9:00 p.m., Monday-Thursday)

- Gymnastic area
- 1 basketball court
- 3 badminton courts
- 1 volleyball court
- Wrestling area

The gymnasium, playing fields, and tennis courts are open for student recreation at any time a class or a scheduled school activity is not going on in that particular area. Edmunds Center hours are from 11:00 a.m. to 10:00 p.m. Monday through Friday, and 1:00 p.m. to 6:00 p.m. on Saturday. Only rubbersoled gym or tennis shoes are permitted on the gym floor or tennis courts.



# ACADEMIC INFORMATION

The Stetson University *Bulletin* is the official University publication which contains information regarding degree requirements, grades, class attendance, academic probation, etc. The Academic Information booklet provides sample programs. Students should read these publications carefully. It is hoped that by using the three books to supplement each other, students will find the answer to most of their questions.



## Degree Requirements

In addition to the printed explanations found in the *Bulletin*, the Office of the Registrar maintains an up-to-date "check sheet" for each student. This outlines the requirements of the student's major and records his progress toward his degree. The student is sent a copy of the check sheet each semester prior to academic advising and registration. Additional copies are 50 cents each.

## Change of Major

The "check sheet" in the Registrar's Office is maintained according to the major that is recorded for the student. A student wishing to change a major does so in the office of the respective academic dean, who in turn notifies the Dean of Student Affairs.

## Academic Records

Academic records (transcripts) are maintained in the Registrar's Office. A student may examine his/her personal record upon request. The record is not released except on the student's written permission. Exceptions to this policy are administrative and faculty personnel within the University who have a need to know. The first transcript is provided at no cost, while each additional copy is \$2.00. Transcripts are withheld if the student is not in good financial standing with the University.

## Grade Point Average

Only courses completed at Stetson are included in a student's cumulative grade point average. Credits accepted from other institutions are included in the total hours earned but do not affect the grade point average except in those rare instances when a transfer student is admitted with less than a C average. Upon admission, a student is required to earn a grade point average at Stetson sufficiently high to compensate for the deficiency brought from the former institution.

A student who wishes to transfer in credits from summer sessions or other terms is governed by this same policy. A student who earns less than a C average at other institutions must have surplus grade points here so that he/she has a "C" average in all work attempted. The student who is already on academic probation or who has exactly a 2.0 average will lower an average by unsatisfactory work elsewhere.

For graduation, a student must present a minimum of 128 semester hours and 256 quality points. The minimum quality point ratio for graduation is 2.0 and must be earned in the major as well as the student's overall course work. This ratio is obtained by dividing the quality points earned by the total hours attempted, including all courses failed. Grades will not be changed after they have

been recorded in the Office of the Registrar without specific recommendation by the faculty member concerned and written approval by the respective academic dean.

## Academic Load

A student must average 14 hours per semester and 4 hours each winter term in order to graduate in four years. Students frequently adjust this load for various reasons. They should be reminded that a student who carries less than 12 hours is a *part-time* student. A part-time student does not qualify for the Honor Roll or Dean's List and may not qualify for certain kinds of financial aid or for other benefits which require certification of full-time status. For the Winter Term less than three hours is considered part-time while less than six hours is considered part-time for summer school.

## Change of Registration (Drop/Add)

During the first few days of each term, an opportunity is accorded students to make changes in their class schedules. The exact dates for this period vary each term and are published in the official university calendar included in this bulletin. The necessary change-of-registration forms are available in the Registrar's Office. Within the drop/add period,





a certain initial period of time is allowed for students to add as well as drop courses without academic penalty. It is imperative that students consult the University calendar for the exact dates provided each term for adding or dropping courses. A change of registration after the "add" period does not reduce charges. A course dropped after the "drop" period automatically carries a grade of XF, unless otherwise approved by an academic dean.

### Pass/Fail

Juniors and seniors are allowed two pass/fail electives which are excluded from their grade point averages. These electives must be beyond all University requirements and outside the division in which the student is majoring. To exercise this option, the student must obtain a request for a pass/fail elective from the Office of the Registrar and have a form signed by the faculty advisor during the drop/add period. Such a request cannot be initiated after the last day to add a course.

During the winter term there are many pass/NC (no credit) options available. These are outside the restrictions outlined in the paragraph above and are arranged directly with the instructor of the course.

## Academic Honors

A student who has been in residence four years and whose cumulative grade point average (GPA) is 3.5 is graduated *cum laude*; if it is 3.7, he is graduated *magna cum laude*; and if it is 3.9, he is graduated *summa cum laude*.

The academic requirements for honors must be met both on all graded work taken at Stetson and on all the combined graded work taken at Stetson and at other institutions.

A transfer student who completes at least 64 hours at Stetson is eligible for all graduation honors.

The Honor Roll includes undergraduates with a 3.0 average based on twelve hours work, with no grade below a "C." The Dean's List includes juniors and seniors with a 3.5 average based on twelve hours work, and no grade below a "B."

## Academic Probation and Suspension

Any student whose cumulative academic average falls below "C" will be placed on academic probation, which is continued until a "C" average is regained. If a student on probation does not earn a "C" average in a semester, he may be dropped from the University. A freshman who in his first semester fails all of his work or a student who in a subsequent semester fails half his work may be dropped. A student dropped for academic failure may not re-enter the University except by permission of the dean of the college or school. If he is re-admitted, such a student resumes probationary status. Students receiving V.A. educational benefits, if readmitted, may continue on probation for one semester. If they do not maintain a "C" average for that semester they will be reported to the Veterans Administration as not making satisfactory progress toward their degrees.

## Academic Withdrawal

Official withdrawal from the University can be granted only after proper clearance from the Dean of the college or school concerned, the Office of Student Affairs, and the Comptroller's Office. Students who leave the University without permission automatically suspend themselves, and can be re-admitted only by special approval of the University Committee on Admissions.

A grade of "F" is recorded in such cases, for all courses. If the student officially requests withdrawal and it is approved before the first grade inventory (see the Academic Calendar in the University Bulletin for the appropriate date) a grade of "W" will be given. After the first grade inventory such withdrawal will result in a grade of "WP" (Withdrawal Pass) or "WF" (Withdrawal Fail) according to the instructor's estimate. Both "WP" and "WF" earn no quality points but "WF" is treated as hours attempted in computing the G.P.A. The withdrawal process begins in the Office of Student Affairs.

## Class Attendance

Independent study is encouraged at the University, but regular attendance is required in most classes. Stetson prescribes no general attendance rule. The individual colleges and schools may establish advance regulations, but usually attendance requirements are established by individual professors for their own classes.

## Full-Time Student

Students who take 8 hours or more pay full tuition. The tuition for a class load less than 8 hours is based on a per hour charge. For all academic and financial aid purposes a full-time student is one who is taking a minimum of 12 hours (winter term: 3 hours; summer: 6 hours).



## Undergraduate Class Schedule

Classes for the fall and spring semesters are scheduled as follows:

### Monday-Wednesday-Friday

8:00- 8:50  
9:00- 9:50  
10:00-10:50 (M, F)  
11:00-11:50  
12:00-12:50  
1:30- 2:20  
2:30- 3:20  
3:30- 4:20

### Tuesday-Thursday

8:00- 8:50  
9:25-10:40  
10:50-12:05  
12:50-2:05  
2:15-3:30

## Grade Inventories

Once each semester, at mid-term, unsatisfactory grades are reported. This report is called a grade inventory. Only grades less than C are reported and these are not recorded on the student's permanent record. They are simply to give the student an idea of progress up to the time of the inventory. The Office of Student Affairs sends to each student a copy of the report. It is the student's responsibility to arrange for conferences with the instructor, faculty advisor, a student dean, or anyone else whom the student feels may be of help.

## Faculty Advisory Program

Upon arrival at Stetson each student is assigned a faculty advisor who helps to plan an academic program and assists in class scheduling. Additional meetings with the faculty advisor will be held during each semester for similiary planning and any additional academic problems that may arise. Each student should be encouraged to make full use of these people and other University personnel to head off an academic problem before it becomes serious.



## 1984-85 Calendar

### Fall Semester 1984

#### Saturday-Tuesday, September 1-4

New Student Orientation and Academic Advising

#### Monday-Tuesday, September 3-4

New Student Registration and Validation of Registration by Returning Students

#### Wednesday, September 5

Convocation—Classes Begin

#### Wednesday, September 12

Last Day to Add Course for Credit or Drop Course Without Financial Penalty

#### Friday, October 5

Last Day to Drop Course Without Academic Penalty

#### Saturday, September 29

CLAST Test for Sophomores

#### Monday, October 22

Grade Inventories Due to Registrar

#### Monday-Wednesday, November 5-7

Academic Advising for Winter and Spring

#### Wednesday-Friday, November 7-9

Registration for Winter Term and Spring Semester

#### Thursday-Friday, November 22-23

THANKSGIVING HOLIDAY

#### Monday-Friday, December 10-14

Final Examinations

#### Monday-Tuesday, December 24-25

CHRISTMAS HOLIDAYS

## Winter Term 1985

### Monday-Tuesday, Dec. 31-Jan. 1

NEW YEAR'S HOLIDAY

### Sunday, January 6

New Student Orientation

### Monday, January 7

New Student Registration and Validation of Registration by Returning Students and Classes Begin

### Wednesday, January 9

Last Day to Add Course for Credit

### Monday, January 14

Last Day to Drop Course Without Academic Penalty

### Friday, February 1

Final Examinations

## Spring Semester 1985

### Sunday, February 3

New Student Orientation

### Monday, February 4

New Student Registration and Validation of Registration by Returning Students

### Tuesday, February 5

Classes Begin

### Tuesday, February 12

Last Day to Add Course for Credit or Drop Course Without Financial Penalty

### Monday, March 8

Last Day to Drop Course Without Academic Penalty

### Saturday, March 9

CLAST Test for Sophomores

### Monday-Friday, March 18-22

SPRING HOLIDAYS

### Monday, April 1

Grade Inventories Due to Registrar

### Monday-Wednesday, April 15-17

Academic Advising for Summer and Fall

### Wednesday-Friday, April 17-19

Registration for Summer Session and Fall Semester

### Monday-Thursday, May 13-16

Final Examinations

### Sunday, May 19

Baccalaureate and Commencement

(All schedules are subject to change.)

# RULES AND REGULATIONS

There have been several court decisions defining the relationship between students and institutions of higher learning. The contractual theory is probably the most prevalent and accepted relationship which presently exists among private institutions. This theory holds that students agree to abide by rules, regulations, and standards set down and published by the university. In return the university will offer a degree to those who meet the established standards. The contractual theory is well accepted by the courts in cases involving private institutions.

While it is the philosophy of Stetson to afford students all aspects of due process, the University does reserve the right to withdraw a student at any time for any reason deemed sufficient by the University.

In any society, large or small, where people live in community, there must be certain ground rules established to guarantee the safety, rights and freedom of all concerned. This is also true of a college community. Stetson University does not exist as a sanctuary to provide refuge for those who wish to escape the responsibilities imposed by federal, state and/or local officials when such violations occur. If a student's case is adjudicated in a public court or hearing, this does not guarantee immunity from further review and action by the appropriate University official or judicial body.

Any members of the faculty, student body or administration can initiate action to revise, change, modify or delete student conduct regulations listed in this book. Anyone wishing to do so should submit the recommendation to the Dean of Student Affairs who, after review, may send it to the Student Affairs Committee for further review, recommendations, and comments. If the Dean of Stu-

dent Affairs refuses to take action on such a recommendation, the sponsor of the recommendation may submit it directly to the Provost of the University.



## Academic Honesty

Academic honesty and integrity are essential to the well-being and proper functioning of an academic community. Any time students attempt to gain access to information pertaining to their normal course of study through dishonest means, they not only show little concern for their own personal sense of integrity, but they infringe on the rights of all other members of the academic community.

For this reason, the following academic regulations exist:

1. No student shall receive or attempt to receive information from another person about normal course work that is intended to be done on an individual basis, either in class or out of class.
2. No other person shall ever knowingly give such information to another person.
3. Almost every student has heard the term "plagiarism." Nevertheless, there is a danger

of failing to recognize either its full meaning or its seriousness. In starkest terms, plagiarism is *stealing*—using the words or ideas of another as if they were one's own.

The major problem lies with *unintentional plagiarism*. If, for example, another's complete sentence, syntax, key words, or even only the ideas and information are used, one must give that person credit through proper documentation or recognition, as through the use of footnotes.

4. No student shall obtain or attempt to obtain in any deceptive or unauthorized manner information or documents such as tests, examinations, roll books, reports, etc., that are considered to be the confidential or private property of other students, faculty, administrative personnel, or of the University.
5. The following policies will cover acts of dishonesty:
  - A) On the first occurrence in any course, the minimum penalty will be a zero on the paper, test, or examination. The maximum penalty will be failure in the course. Within these limits, the instructor will confer with the accused student and inform him or her as to what specific penalty the instructor intends to impose.
  - B) A report of each occurrence will be sent to the Dean of Student Affairs and to the appropriate academic dean to become a part of the student's record.

- C) Upon receipt of a report of a second occurrence in any course by the same student, the Dean of Student Affairs will initiate appropriate disciplinary action.
- D) Administrative disciplinary action for academic dishonesty is not to be considered in any way a substitute for an academic penalty imposed by the instructor for the same offense.

## Student Code of Conduct

Students are subject to state and federal laws and ordinances as well as regulations prescribed by Stetson University. The breach or violation of any of these laws or regulations may result in disciplinary action.

When a student's behavior either on or off campus interferes with the rights of others or reflects adversely on the University, the student may be subject to disciplinary action.

When a student is involved in an offense resulting in criminal conviction, the circumstances of the case may be reviewed by the Dean of Student Affairs to determine the status of the student.

In cases of extreme emergency, when the welfare of the individual or the University indicates the necessity of prompt decision, immediate administrative action may be taken.

Ultimately, it is the responsibility of the University Judiciary Council and/or Dean of Student Affairs to determine a violation of the Student Conduct Code.

### A. STUDENT OFFICE HOLDERS—

This policy pertains to all Stetson students, social, service, and specialty organizations that are recognized by the University and have in their organizational structure elected and/or appointed student offices or positions, with terms of more than one semester.

This includes the Student Affairs Committee.

1. No student on either academic or disciplinary probation may be elected or appointed to an office or position during the time of the probation.
2. Any student who, while holding an office or position, is placed on academic or disciplinary probation shall be required to resign that position.
3. This policy does not preclude the possibility of an individual organization exceeding these minimum standards as outlined.

### B. GREEK MEMBERSHIP ELIGIBILITY

1. In order to pledge a sorority or fraternity, an upperclass student must have earned a cumulative G.P.A. of 2.00 for all academic work completed at Stetson at the time of pledging. Individual chapters may exceed these minimum standards.
2. In order to qualify for initiation, a student must have earned a cumulative G.P.A. of 2.00 for all academic work completed at Stetson at the time of initiation. Individual chapters may exceed these minimum standards.

### C. STUDENT CONDUCT

1. **ALCOHOLIC BEVERAGES AND OTHER DRUGS**—The possession or use of alcoholic beverages is not permitted on the University campus. Students must be aware of pertinent Florida Statutes regarding age restrictions in this regard. The unlawful use, possession, or provision to others of other drugs and related paraphernalia not prescribed by a physician similarly is prohibited.



2. **AUTOMOBILES**—All students operating automobiles or other motorized vehicles on the University campus must register these vehicles with the Department of Campus Security and Traffic. Implicit in such registration is the knowledge of governing traffic and parking regulations, together with the obligation to adhere to these regulations.
3. **DISRUPTIVE BEHAVIOR**—Any behavior by a student which disrupts the academic, administrative or residential community; infringes on the rights of others in the community; corrupts the generally accepted sense of public decency and morals within the community; or affects the due peace and quiet of other persons who may witness such behavior, shall not be tolerated on the University campus. It shall be the responsibility of the Dean of Student Affairs to determine those behaviors which may be included under these provisions.



4. FIRE, HEALTH, AND BUILDING SAFETY—The unauthorized or improper handling or tampering with any equipment or fixtures used for the purpose of fire, health, or building safety is prohibited.

5. FIREARMS, FIREWORKS, OR EXPLOSIVES—No firearms, fireworks, explosives, or explosive devices shall be maintained on the University campus except as may be specifically authorized by the Director of Campus Security and Traffic.



6. PERSONAL INTEGRITY—All acts of dishonesty, misrepresentation, falsification of records, and lewd or obscene conduct such as verbal or nonverbal abuse, exhibitionism, or other sexual behavior, the possession of pornographic materials, which violate generally accepted community standards, shall be prohibited on the University campus. Further, acts of academic dishonesty following review of previous incidents by the faculty shall be included in these provisions.

7. VIOLATION OF CIVIL OR CRIMINAL LAW—Any violation of civil or criminal statutes either on or off campus may be administered under the University Judiciary Council ByLaws.

8. PROPERTY DAMAGE—The malicious or unwarranted damage to or the destruction of property belonging to the University or to any member of the University community is prohibited.

9. THEFT—The taking or misappropriation of property belonging to the University or to any member of the University community is prohibited.

10. UNIVERSITY FACILITIES—Entry into University buildings or facilities at times other than their normal or posted hours of operation is prohibited. Similarly, locked or secured buildings or facilities shall not be entered without prior authorization from the responsible University official.

11. RESIDENTIAL POLICIES—All policies and procedures contained in the **Residence Hall Guidebook** shall have the force of University regulations. Any violations thereof shall be administered under this Student Code of Conduct and the University Judiciary Council ByLaws following review by the appropriate Division of Student Affairs staff.

12. STUDENT EMPLOYEES—Any actions which serve to interfere with, impede, or harass students in the performance of their duties as employees of the University shall not be tolerated.



These employees include, but are not limited to, residential and security staff.

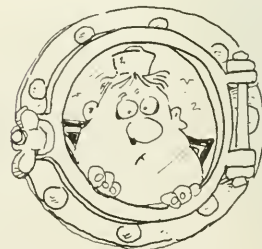
#### D. ADJUDICATION PROCESS

An individual who violates University regulations shall have the option of having the case adjudicated by the Dean of Student Affairs or by the University Judiciary Council. Should an individual choose to have the case handled by the Dean of Student Affairs, the Dean may convene an Administrative Hearing Board. In either instance, the student shall be afforded all opportunities for fairness in treatment.

Violations of residence hall regulations are handled by the respective residence hall staff members, and may be referred to the Director of Residential Life. The seriousness of the offense may warrant adjudication by the Dean of Student Affairs.

Violations of University regulations by University organizations will be handled by the Director of Student Life and may be referred to the Dean of Student Affairs for adjudication.

Regardless of the disposition of any case, individual or group, the Dean of Student Affairs must assume ultimate responsibility.





# I. Judicial Procedures For The Dean Of Student Affairs

A.—Any student or member of the administrative or teaching faculty may refer to the Dean of Student Affairs any individual student believed to be in violation(s) of University regulations concerned with personal conduct, academic honesty, traffic and security, or residence hall policy. The Dean shall receive all available information concerning the possible violation(s) including pertinent facts, evidence, statements, and names of witnesses.

B.—The Dean of Student Affairs shall request that the student meet with the Dean for a conference at the earliest mutually convenient time to discuss the possible violation(s) of University regulations. If the student fails to appear for the conference and the Dean has in good faith exhausted all reasonable efforts to schedule a conference, the Dean, on the basis of the information available, may refer the matter to the Judiciary Council if it is determined a possible violation(s) of University regulations has occurred. This shall be accomplished in writing from the Dean to the student, with a copy sent to the President of the Council and an additional copy to the Chairperson of the Legal Affairs Committee of the Student Government Association, if the student so elects in writing.

C.—When the student does appear for the conference with the Dean of Student Affairs, and before the conference begins, the student shall be informed that the conference is for the purpose of discussing possible violation(s) of University regulations. The student shall be afforded the opportunity to sign a written statement indicating that the conference is as indicated and the student shall:

1. have the right to remain silent, and not have that silence an inference of guilt. In such an event, the matter immediately shall be referred to the Judiciary Council should the Dean determine on the basis of the conference and the available information that there is sufficient reason for a referral;
2. have the right to have an advisor and to be informed of the services of the Legal Affairs Committee of the S.G.A. that are available;
3. have the right of witnesses and evidence;
4. be informed that any statements the student may make, oral or written, which pertain to the occurrence or non-occurrence of the alleged violation, may be presented to the Judiciary Council;
5. have the right to prepare subsequently a written statement concerning the alleged violation;
6. have the right to refrain from making a written statement;
7. be informed that the student's academic and extracurricular activities record may be presented if the student so desires;
8. be presumed not guilty until proven guilty;
9. have the right not to have illegally obtained evidence used in the case against the student; and

10. have the right not to have hearsay or unsubstantiated evidence used in the case against the student.

D.—Once a student has been informed of the rights provided in Sec. 3 above, of the sanctions that could be imposed should a violation be determined to have occurred, and has knowingly and voluntarily accepted in writing the authority of the Dean of Student Affairs to administratively consider the case and to impose a sanction, the student shall have waived the right to request that the Judiciary Council consider the case. The determination of guilt shall be made by an examination of the evidence and the statements offered in conference between the student and the Dean. The decision of the Dean may be appealed to the Provost of Stetson University within seven (7) calendar days of the written advisement of the decision to the student. Such appeal must be made in writing stating the basis on which the appeal is being made.

E.—The following sanctions may be imposed as a result of either an Administrative Hearing or a Judiciary Council hearing:

1. *Reprimand.* A written or oral expression of disapproval to the student for a violation(s) of University regulations for the implications of the violation(s) to the student and to the University community.
2. *Disciplinary Probation.* A statement of disapproval to the student for a violation(s) of University regulations and the imposition of a specified period of time (usually for a short duration) during which the student shall be required to report as required to the Dean of Student Affairs; and, further, may be required to:
  - (a) forfeit the privilege of representing the University in any intercollegiate event, competition, or other manner, or
  - (b) forfeit the privilege of holding any elected or appointed student office or University community assignment, or
  - (c) perform reasonable civic or non-credit academic assignments.

The student who fails to adhere to the specified conditions of disciplinary probation shall be required to appear before the Judiciary Council for further consideration of the case and the sanctions imposed.

3. *Suspension.* Termination of the student's continued enrollment in the University and exclusion of the student from the University for a specified period of time. During the suspension, the student shall not be permitted to enroll in any courses offered by the University, either in residence or by correspondence, nor shall credit be given by the University for academic work taken at another institution.
4. *Expulsion.* Termination of the student's continued enrollment in the University and exclusion of the student from the University for an indefinite period of time, which in no instance shall be less than two (2) calendar years from the date of the imposition of this sanction.

5. *Restitution.* The student may be required to make compensation to an injured party for damage, lost, or destroyed property. This action may be taken separately or in conjunction with the other sanctions. The Dean of Student Affairs or the Judiciary Council, as appropriate, shall set the amount and form of the restitution which shall not exceed the fair amount of damage, loss, or destruction incurred.

## II. Judicial Procedures For The Judiciary Council

A.—If the Dean of Student Affairs determines that, on the basis of the conference with the student and the available information, a possible violation(s) of University regulations has occurred, and the student has not elected to have the case reviewed administratively, the Dean shall refer the matter to the Judiciary Council. This shall be accomplished in writing from the Dean to the student, with a copy to the President of the Council, and an additional copy to the Chairperson of the Legal Affairs Committee of the S.G.A., if the student so elects in writing.

B.—The President immediately shall appoint from the Council not more than three (3) of its members to serve as an Investigating Committee to act on the referral, to investigate the circumstances, to prepare the case for consideration by the Council, and to interview witnesses and others involved. The Dean of Student Affairs shall advise the Investigating Committee and the Council in the preparation of the case and in the procedural conduct of the hearing.

The Committee shall notify the student in writing of the date, time and place when the Council shall consider the alleged violation(s) of University regulations. Such notice shall take place not less than forty-eight (48) hours prior to the scheduled hearing. A copy of this notice shall be provided to the Dean of Student Affairs. The notice also shall include a copy of the Procedural Rules and Rights, the specific charges and regulation(s) allegedly violated, the right to have a Stetson University (DeLand campus) student as an advisor at the meeting, the services of the Legal Affairs Committee of the Student Government Association available to the student, and the names of persons bringing charges and appearing as witnesses against the student, and a general statement as to the nature of the testimony. The hearing shall be provided to the President of the Council and to the Dean of Student Affairs not less than twenty-four (24) hours prior to the hearing.

C.—If the student desires an extension of the forty-eight (48) hour notice, the student shall make such a request to the President of the Judiciary Council in writing in advance of the scheduled hearing of the Council to consider the case. Such request shall include the reasons for the extension and shall suggest a date and time when the case could be considered. The President shall have the authority to either deny or grant an extension and to set another date and time for the Council to consider the case.

The Dean of Student Affairs or the Judiciary Council, as appropriate, shall make every effort to hear the case immediately in order to remove any question the student has about continuance at Stetson. If the student withdraws from the University before appearing before either the Dean or the Council, a mutually satisfactory meeting date shall be arranged. Pending the outcome of the hearing, a hold shall be placed on the student's record. If the Council deems that suspension or expulsion is warranted, this sanction shall become effective the date of the student's notification of the Council's action unless the Council recommends otherwise under special circumstances. The suspension shall apply to students in or out of school.

D.—A suspended or expelled student may present to the Dean of Student Affairs a request for readmission to the University at least three (3) weeks prior to the beginning of the semester of readmission. If the original case was heard by the Judiciary Council, the Dean shall present the request to the Council, who shall evaluate the request and decide to readmit the student or continue the suspension or expulsion. If the original case was heard administratively by the Dean, that officer shall make an evaluation and decision on the request for readmission.

E.—The status of any student who resumes studies at the University after suspension or expulsion shall be that of Disciplinary Probation for the first semester.

F.—The Council shall not be obligated to hear cases where the violation has occurred after the Friday prior to the last week of classes before final examinations of both Spring and Fall Semesters, as well as of Winter Term. In such instances, the Dean of Student Affairs shall have authority to act in all cases.

G.—Violations of University regulations during the summer shall be adjudicated by an acting President of the Judiciary Council and at least five (5) members of the Council. Sanctions imposed during the summer shall be consistent with those rendered by the Council during the academic year.

### III. Hearings

A.—A quorum of the Judiciary Council to hear any case shall be two-thirds ( $\frac{2}{3}$ ) of its voting membership. The Council shall first make a decision concerning the guilt of the student regarding the specific violation(s). The Council then shall impose a just and appropriate sanction should the decision be guilty. In both instances, a vote of two-thirds ( $\frac{2}{3}$ ) of those voting members present at the hearing shall be required.

B.—A student shall be allowed to have one (1) Stetson University (DeLand campus) student as an advisor during a hearing before the Judiciary Council. The advisor shall be allowed to assist the student in the presentation of the case, to include the facts of evidence, the testimony offered, and the student's questions of and response to the witnesses. The advisor may not speak directly for the student during questioning by members of the Judiciary Council. In answering a question, the student may seek assistance from the advisor.



C.—Judiciary Council hearings on violations by students of University regulations shall be private unless the student or the Dean of Student Affairs requests otherwise. If the public proceedings become disorderly, or if there is a strong likelihood of such, the Judiciary Council may close the hearing. If moral turpitude is involved, the Judiciary Council may deny request for a public hearing.

D.—When more than one student is involved in the same case and charged with the same violation, the cases shall be heard at the same time unless separate hearings are requested. The students shall be informed in advance by the Judiciary Council of the right to a separate hearing before proceeding.

E.—A student's prior record (legal or disciplinary) shall be inadmissible as evidence to prove guilt or innocence. However, this prior record may be considered in determining the appropriate disciplinary action, only after a determination of innocence or guilt.

F.—If, after the Judiciary Council hearing, additional evidence not presented in the hearing which could affect the final decision of the Council comes to its attention before final action is taken, the President shall direct that a new hearing be held to allow the student to present a defense.

### IV. Witnesses At Hearings

A.—The Council, the Dean of Student Affairs, and the student shall have the right to present material and character witnesses at the hearing. Accused students shall have the right to ask direct questions of all witnesses. Witnesses shall appear before hearings during the offering of their own testimony, and shall respond to direct questions from either the student or from those conducting the hearing.

B.—When the student requests, for good cause, that witnesses not in attendance be present, the Judiciary Council may continue the hearing until such time that the witnesses may appear and be questioned. Requests for appearance shall be made by the President of the Council.

C.—The Judiciary Council shall have the authority to request any salaried employee or student of Stetson University to appear as a witness if the Council believes that such witness could shed light upon the case. The Council may waive appearance if a witness feels that testifying might result in self-incrimination or violate or jeopardize a professional relationship with the student who is subject to the hearing. A witness who feels a need to be excused shall confer, in advance of the hearing, with the President of the Council, whose decision shall be binding unless immediately appealed to the Dean of Student Affairs.

D.—When a witness fails or refuses to appear, the Judiciary Council shall decide whether or not to proceed on the basis of other evidence available. Written statements from absent witnesses shall be inadmissible. If the Council so desires, it may continue the hearing until the witness may appear and be questioned by the Council and the student.

E.—A member of the Council shall not participate as a Council member in a case in which that member appears as a witness.

F.—Neither the advisor nor a member of the Council involved in the investigation or preparation of a case shall sit in discussion or voting during deliberation, or remain in the room during any breaks in the Judiciary proceedings.



### V. Evidence

A.—The Judiciary Council shall not have the power to require sworn testimony of students appearing before the Council or of witnesses for or against the student. Refusal of a student to make a statement or to answer any or all questions shall not be a basis for a determination of guilt or innocence. Evidence or testimony presented must be substantial enough to prove guilt beyond a reasonable doubt. A record of civil arrest only shall not be considered sufficient for determination of guilt.

**B.**—Evidence or information which is hearsay or unsubstantiated shall not be admitted before hearings either in the presentations with the student and any witnesses or in the deliberation of the hearings. Hearsay evidence not admissible in Council hearings shall be described as any evidence or testimony to which there either are no eyewitnesses or other similar direct knowledge thereof, or any testimony by an individual about what was told that person by a third party.

**C.**—Evidence obtained by improper means shall not be used in hearings.

**D.**—Evidence obtained from a room in University residential facilities shall be admitted into the hearing only if:

- a. the residence staff member was willingly admitted to the room by at least one (1) of the occupants of the room, or
- b. a residence staff member had prior written permission to enter the room from a member of the professional staff of the Dean of Student Affairs (the Dean of Student Affairs, the Director and Assistant Director of Residential Life, the Director of Student Life, the Area Coordinator, a Head Resident, or an Acting Head Resident).
- (1) This written permission form can be issued only when it is determined by the issuing officer that evidence presented provides adequate probable cause for room entry, and the form must name the items that are to be seized.
- (2) No items other than those in plain view may be confiscated and used as evidence.
- c. The residence staff member entered the room with the knowledge that there was immediate danger to life or property.

**E.**—Prior to obtaining any evidence in a room in University residential facilities, the staff member shall secure the appropriate permission and shall first knock on the door to the room and clearly announce name and official position before entering the room.

**F.**—The Investigating Committee and the President of the Council shall have the right to declare evidence inadmissible and may do so only if it is irrelevant to the case or if it was obtained improperly.

# CLASSIFIED:

## VI. Appeal of Judiciary Council Decisions

**A.**—Upon receipt of the written notification of the decision of the Judiciary Council, all parties shall have the privilege of appeal directly to the Student Affairs Committee. Such an appeal shall be made in writing to the Dean of Student Affairs within five (5) days after receipt of the notification. This written statement of intent to appeal shall include the basis on which the appeal is being made. A copy of this statement shall be provided concurrently to the President of the Judiciary Council.

**B.**—The basis on which an appeal of a decision of the Judiciary Council may be made shall be:

- a. the Council committed a procedural error during the initial hearing;
- b. the rights of the student were violated;
- c. the sanction imposed does not concur with precedent;
- d. additional evidence or information has been obtained which would tend to reverse a guilty decision. A decision of not guilty may not be reversed on the basis of additional information or evidence.

**C.**—The Student Affairs Committee shall appoint a Review Board to consider such an appeal. The Review Board shall be composed of two (2) members of the faculty and two (2) students of junior or senior standing. These persons shall elect one from their number to serve as Chairperson of the Board. The President of the Judiciary Council shall serve as an advisory member of the Board, without vote, and shall participate in the presentation of the appeal but not in the discussion and decision by the voting members of the Board.

**D.**—The Review Board shall meet within ten (10) class days of the notice of intent to appeal. Ordinarily, consideration shall be limited to a review of the evidence as established in the initial hearing by the Judiciary Council. The Review Board at its discretion, however, may consider further evidence and call witnesses.

**E.**—The student shall meet with the Board, if the student so chooses, to present the appeal. The student shall have the right to have present at the appeal hearing by the Review Board another Stetson University (DeLand campus) student as an advisor.

**F.**—Review Board hearings shall be private unless the student or Dean of Student Affairs requests otherwise. If the public proceedings become disorderly, or if there is strong likelihood of such, the Board may close the hearing. If moral turpitude is involved, the Board may deny a request for a public hearing.

**G.**—The Review Board shall consider the written and oral arguments of the student, and the position of the Judiciary Council and the Dean of Student Affairs. The Board then shall decide in closed deliberation first whether or not an appellate hearing is warranted. If the Board decides that such a hearing is warranted,

a determination then shall be made on the relative merits of the arguments and positions presented at the hearing. Consideration usually will be limited to a review of evidence and testimony presented at the initial hearing by the Judiciary Council, although the Board at its discretion may consider further evidence and call witnesses.

**H.**—The decision of the Board shall be by a majority vote of those present at the hearing. Deliberations on the decision shall be in private among only the voting members of the Board. The decision shall be communicated immediately in writing by the Board to the student, with copies provided to the President of the Judiciary Council and to the Dean of Student Affairs. The decision of the Review Board on a case shall be final, to include:

- a. affirmation of the decision of the Judiciary Council; or
- b. remanding of the case back to the Judiciary Council for reconsideration or re-hearing.

## VII. Records

**A.**—The proceedings and minutes of each hearing or business meeting of the Council shall be maintained by the Secretary in a locked file. This file shall be subject to limited access by members of the Council and by the Dean of Student Affairs.

**B.**—In all such cases where the student may be acquitted of charges, such acquittal shall be clearly noted in the Judiciary Council records and completely removed from the student's files.

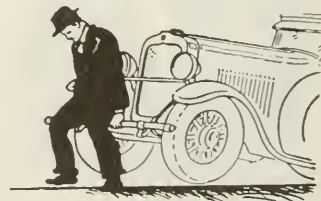
**C.**—All decisions on hearings shall be signed by the President or Secretary of the Council and kept with the hearing proceedings in the Council's files.

**D.**—A copy of all case reports shall be kept on file in the office of the Dean of Student Affairs.

**E.**—The defendant may request a taped hearing but must make such a request in advance of the hearing. The Council will keep such tapes until the possibility of an appeal has passed.



## TOUGH TIMES.





# Parking and Traffic Regulations 1984-85

## Registration

1. Every Stetson student (resident, commuter, or part-time), faculty, administrative personnel, and staff member who operates a motor vehicle on the DeLand campus must register that vehicle. (Also see section on special permits and privileges.) This is normally done during academic registration, but may be handled at the Traffic Office, second floor of the Carlton Union Building.
2. Registration Fee:  
 Full Time Students .....\$15.00  
 Graduate, Evening &  
 Part-Time Students\* ....\$10.00  
 Faculty .....\$ 7.00  
 Staff .....\$ 7.00  
 \*To receive reduced rates, a class schedule must be presented when registering vehicle.
3. Upon registering a vehicle, each driver is issued a decal which is to be affixed to the rear of the vehicle in such a manner so as to permit ready inspection by Traffic officers. Failure to comply with this regulation will result in a fine of \$10.00. Special permits and guest permits are to be placed in the upper left-hand corner of the rear window.
4. Failure to register your vehicle by the fifth day of classes in any term will result in a late registration fee of \$15.00 in addition to non-registration fines of \$20.00 for the first ticket and \$10.00 for each additional ticket. Those vehicles brought to Stetson after the term begins must be registered within five office days from the day it is brought to campus.
5. If the vehicle is sold during the year, and the person wishes to register another car, there will be a \$1.00 charge for that decal. If a second vehicle is registered during the year, there will also be a \$1.00 charge for the decal.



## Special Permits And Privileges

1. Temporary parking permits are given without charge for a period not to exceed three weeks. These may be issued to students who expect to have their vehicle on campus three weeks or less and are not expecting to bring it back to campus during the school year. These students do not have to buy a decal, but must register within five days after the vehicle arrives at Stetson in DeLand. Failure to apply for a temporary permit will be treated as non-registration. Also, the following regulations apply to them unless otherwise stated.
2. Anyone who is physically handicapped or who, because of physical injury, would be inconvenienced to park in their assigned areas, may apply at the Traffic Office for a special permit to park in areas centrally located to campus. This permit must be applied for within five days of the injury, and does not allow the person to park in fire lanes or any nonparking areas.

## Regulations

1. Each registrant is directly responsible for any violation for his or her vehicle, regardless of who may be operating the vehicle. **It is the responsibility of the registrant to explain the rules to the person who will be driving on campus.**
2. Parking on the grass, medians, sidewalks, and places not designated as parking areas will

be illegal. Special loading requirements may be met by request in advance to the Traffic Office.

3. Certain traffic regulations will be enforced 24 hours a day. These include but are not limited to the rules prohibiting driving on the grass, parking in University fire lanes (Minnesota Avenue, C.U.B. Circle, Chaudoin Circle, in front on Conrad Hall, and between the Gordis and Smith Halls parking areas), speeding or reckless driving. All other regulations related to specific parking areas apply only on weekdays between 8:00 a.m. and 3:30 p.m.
4. Resident students (those living on campus in University housing) must leave their cars parked in their respective housing areas until 3:30 p.m. Monday through Friday, due to the shortage in the number of parking spaces on campus. All campus parking lots, other than residence hall lots, are reserved for commuters, faculty members and visitors.
5. Vehicles must be parked within the markers, if provided, in all campus parking areas. Parking over a line, backing into a parking space, or parking in a manner so as to obstruct the normal flow of traffic or hamper proper procedure is a violation.





6. A maximum speed of 15 miles per hour will be enforced on the campus at all times. Speeding, reckless driving, and similar offenses will be considered more serious than parking offenses and will be dealt with accordingly.
7. Reckless driving includes, but is not limited to, wanton disregard for life and/or property while operating a motor vehicle on campus; driving the wrong way on a one-way road or lane, driving on the grass, sidewalks, medians, and other areas not assigned for vehicular traffic, failure to yield right-of-way to pedestrian, driving at night without proper vehicle lights, and improper acceleration from a stop, and failure to come to a complete stop at a stop sign.
8. Abusive or argumentative acts against a ticketing officer will result in a fine and/or disciplinary action.
9. Motorcycle operators will follow the same traffic rules as automobile operators. Motorcycles must be registered and they are prohibited from driving or parking on the campus sidewalks or grass.
10. Due to extremely limited parking space at Presser Hall, any student receiving two tickets for parking in the Presser Hall lot will be subject to immobilization/towing on the third offense.

### Penalties

1. The following fines listed apply only to minor violations and do not apply in cases where a specific fine has been set in the preceding or following sections of the Traffic Regulations. Violations are accumulated on a school year basis.
  - a. First violation .....\$ 2.00
  - b. Second violation .....\$ 5.00
  - c. Third violation .....\$10.00
  - d. Fourth violation .....\$10.00
  - e. Subsequent violations will result in the car being towed or immobilized at owner's expense.

2. Specific violations:
  - a. Non-registration—
    - First violation .....\$20.00
    - Succeeding violations .....\$10.00
  - b. Driving on grass .....\$20.00
  - c. Excessive noise .....\$ 5.00
  - d. Speeding or reckless driving .....\$25.00
  - e. Abusive or argumentative acts to ticketing officer .....\$10.00
  - f. Parking in
    - Fire Lane .....\$10.00
  - g. False registration .....\$20.00
  - h. Driving the wrong way on a one-way road .....\$10.00
  - i. Non-compliance with registration rules .....\$10.00
3. Non-compliance with University traffic regulations may result in disciplinary action through the Office of the Dean of Student Affairs or loss of campus driving privileges in addition to fines incurred.

### Other Provisions

1. Traffic tickets must be paid at the Traffic Office within ten days. Tickets outstanding more than ten days will be attached to the student's account, with a \$2.00 service charge per ticket. After attachment, the fines are payable in the Comptroller's Office.
2. Traffic tickets may be appealed in writing by coming to the Traffic Office within five days of the date that the ticket was issued. Upon receipt of the written appeal, a date will be set for a hearing before the Traffic Board composed of one representative from the Security Office, and two representatives from the Student Government Association. If the decision of the Board is unsatisfactory, the ticket(s) may be appealed to the University Judiciary Council.
3. The Office of Security and Traffic is authorized to have vehicles immobilized and/or towed from campus property at owner's expense:

- (a) if the vehicle is found in violation of any regulation, including non-registration, and has already received four or more tickets in the current academic year;
- (b) if the owner of the vehicle has been notified that his or her campus driving privileges have been revoked for the duration of the academic year;
- (c) if the vehicle is left unattended and is obstructing the flow of traffic; or
- (d) if the vehicle is abandoned on campus.

A person who suspects that his or her car has been towed away should contact the Office of Security and Traffic to ascertain the location of the vehicle and other pertinent information.

### Traffic Business Hours—

9:00 a.m.-1:00 p.m., weekdays

Phone: From on campus:

Extension 524

From off campus:

734-4121, Ext. 524

### Security Office Hours—

24 hours a day

Phone: From on campus:

Extension 250

From off campus:

734-4121, Ext. 250





## Campus Advertising Policy

All material used for the purpose of advertisement, announcement, or solicitation shall be placed only on Stetson University's official bulletin boards with the exception of the Panhellenic Building, Fraternity Row, the interior of the Commons building and the interior of the residence halls.

No materials shall be placed on trees or any of the educational or administrative buildings. Exceptions to this policy will be made during Homecoming, Parents' Weekend, Hatter Holiday, FOCUS, Greek Weekend, and Residence Hall Free-For-All.

All items must bear the name of the sponsoring organization or student and must be removed by the sponsor 48 hours after the advertised event. Any non-student must receive prior approval from the Dean of Student Affairs prior to posting material.

Failure by an individual to comply with these rules could result in the following consequences:

- 1st Violation—Reprimand
- 2nd Violation—\$10.00 fine and/or loss of advertising privilege.
- 3rd Violation—\$20.00 fine and/or loss of advertising privilege and/or disciplinary action by the Dean of Student Affairs.

Failure by an organization to comply with these rules could result in the following consequences:

- 1st Violation—Reprimand
- 2nd Violation—\$25.00 fine and/or loss of advertising privilege.
- 3rd Violation—\$50.00 fine and/or loss of advertising privilege and/or disciplinary action by the Dean of Student Affairs.

Enforcement of this policy is the responsibility of the S.G.A. Cabinet and the professional staff of the Division of Student Affairs. The severity of a violation will be determined by members of the Student Affairs staff and a senator from the S.G.A. Campus Affairs Committee at a meeting where the violator of the policy shall be present.

## Campus Solicitation

Commercial solicitation shall be defined as any promotion or sale of products or services to be purchased for financial consideration. This definition applies to all Stetson students, student faculty organizations officially recognized by Stetson, agencies or organizations related to Stetson, or non-university individuals or commercial concerns. Commercial solicitation includes advertisement in approved locations on the campus and promotion or sale by persons as individuals or representatives of an organization.

All persons desiring to conduct a commercial solicitation on the Stetson campus first shall request permission to do so from the Director of Business Affairs and Purchasing. As may be necessary and appropriate, the Director of Business Affairs and Purchasing may consult with the Dean of Student Affairs to grant approval of a request. Appropriate credit references must be provided in the case of non-University individuals and concerns.

Upon approval of the request, a written permit will be issued indicating the name of the individual or organization, the product or service to be sold, the cost of the product or service to be sold, and purpose for which the revenues are to be used. Only after a permit to conduct a commercial solicitation has been

issued by the Director of Business Affairs and Purchasing may persons begin such solicitation.

No commercial solicitation may be conducted in person within academic, administrative, and residential buildings on the University campus, except those individuals and organizations who normally do business with the University through the Vice President for Business and Finance and his staff. Since the campus mail facilities are to be used only for official University business, solicitations by any individual for personal financial gain—either a student, staff, or faculty member or a non-University person—may not be conducted through these facilities. Any deviation from these provisions should be reported to the Director of Business Affairs and Purchasing and to the Director of Campus Security for immediate action.

Non-commercial solicitation shall be defined as any promotion or donation of a product or service without benefit of any financial considerations. The same policies and procedures shall apply as for commercial solicitations, except that the Dean of Student Affairs shall approve any request and shall insure adherence to these policies and procedures.



# HEAR YE! HEAR YE!



## Administrative Records

There are a number of offices on campus where student records are housed. Students need to be aware of what types of records are maintained and where they are located. It is hoped the following index will be helpful.

- (1) **OFFICIAL ACADEMIC RECORDS**—All records pertaining to academic information such as grades, transcripts, etc., are housed in the Registrar's Office in Flagler Hall.
- (2) **PERSONAL RECORDS**—The official personal file is housed in the Office of Student Affairs in Flagler Hall. Letters of recommendation, personal letters, conduct information, and a running account of the student's life at Stetson are contained in these files.
- (3) **MEDICAL RECORDS**—All health forms and medical records are housed in the Student Health Service on N. Hayden Avenue.
- (4) **PLACEMENT RECORDS**—Students are urged to begin a Placement file during their freshman year. This will be a great assistance in gaining future employment. These records are housed in the Placement Office in the Counseling Center.
- (5) **COUNSELING AND TESTING**—Records which contain test scores and information of a counseling and guidance nature are housed in the Counseling Center.
- (6) **FINANCIAL AID**—Students receiving financial aid have a file which is housed in the Financial Aid Office in Elizabeth Hall.

- (7) **STUDENT ACCOUNTS**—Information concerning each student's financial account with the University is housed in the Student Accounts Office in Elizabeth Hall.

## Buckley Amendment Information

Congress has approved and the President has signed into law the Family Educational Rights and Privacy Act of 1974, informally known as "The Buckley Amendment." The objective of the Act is to provide students and parents greater access to and control over information contained in educational records. Every institution receiving federal funds of any type must comply with the law. The law stipulates that each institution is responsible for making its students aware of the law and its various ramifications. This information is designed to accomplish that objective. *Please read it carefully.*

**DEFINITION OF STUDENT**—A student is one currently enrolled or who was previously enrolled.

**DEFINITION OF RECORD**—Within 45 days of receiving a request, colleges must allow students to inspect their "education records" which are defined broadly to include "records, files, documents, and other material which (1) contain information directly related to a single student; and (2) are maintained by a college or by a person acting for a college."

**FINANCIAL FORMS AND CONFIDENTIAL LETTERS**—Students are not guaranteed access to financial information furnished in the past or future by their parents, nor to confidential letters of evaluation which have found their way into records prior to January 1, 1975. As to such letters received after 1974, the law allows the student to waive his right of access, if the letters have to do with admission, employment or honors, if the letters are used only for those purposes and if the student is told, on his request, the names of all letter writers. No student or applicant may be required to execute a waiver; but an unsuccessful applicant, waiver or no, has no right to inspect all or any of the file accumulated in his case.

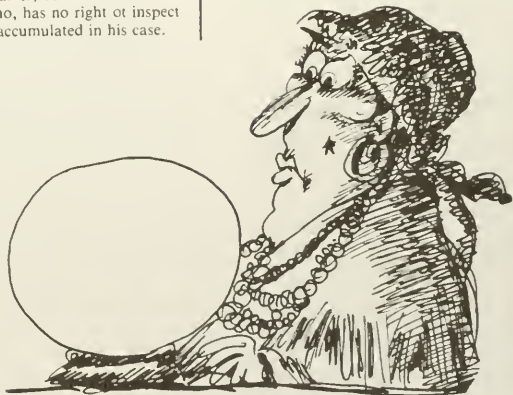
**WHAT IS NOT A RECORD**—FERPA II defines certain other material as falling outside the definition of "education records" and thus not (so far as Federal law is concerned) open to inspection by parents or students. Such materials are: a) the records about students made by teachers and administrators for their own use and not shown to others; b) campus police records, under certain circumstances; c) employment records for college employees who are not current students; d) records about college students or those over 17 years old "created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional" acting or assisting in such capacity, for treatment purposes, and which are available only to persons providing such treatment.

## PROCEDURE FOR CHALLENGE OF RECORDS

**Section 1.** When any material is placed in the educational records (as defined by FERPA II) that makes an unfavorable statement about him, the student shall be notified of the filing within one week of the action. It is understood that the regular grade report is considered adequate notification.

**Section 2.** Upon notification of the placement of unfavorable material in educational records, the student shall be informed of his right to challenge the content of the material or the placement of the material. Moreover, the student shall be informed of his ultimate right to place documents on his behalf with the educational records challenged.

**Section 3.** The Challenge Board for hearings upon objections to the filing of materials in educational records shall consist of two administrators, two faculty members, and two students chosen by the University President. No member of the Challenge Board may have any direct or indirect interest in the outcome of the hearing.





**Section 4.** The Challenge Board shall adhere to the procedures utilized by administrative disciplinary boards so long as they are not inconsistent with the provisions of Title 45 Code of Federal Regulations Section 99.21

#### What Kinds of Information About a Student May Be Released, To Whom, and Under What Conditions?

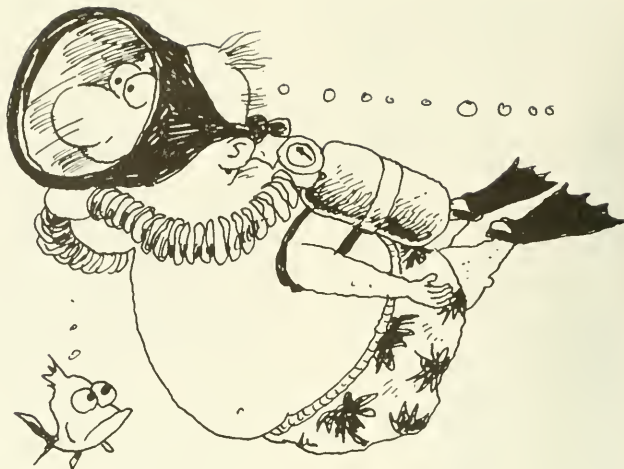
**DIRECTORY INFORMATION**—Such information may be unconditionally released to the whole world, without the consent of the student, unless he has specifically asked that his prior consent be obtained. "Directory Information" includes a student's name, campus and home address, and telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational institution attended by the student.

**ACCESS WITHOUT STUDENT CONSENT**—FERPA II expands the list of people who may have access to a student's actual record (or to receive personally identifiable information contained therein) without a student's consent.

Teachers, administrators and the like (in the same institution) may look at the record if they have a "legitimate educational interest."

Colleges may transfer information: a) to other educational institutions in which the student intends "or seeks" (new) to enroll (though the student must be given a copy of the record, if he wishes, and an opportunity to challenge it); b) to enumerated public officials (like the Comptroller General of the United States) and c) "in connection with a student's application for, or receipt of, financial aid."

Five new categories of recipients are: 1) state and local officials to whom state law in effect on November 19, 1974, required information to be reported. This presumably was added in recognition of the common statutory requirement that certain kinds of infectious diseases, gunshot wounds, and the like be reported to public authorities; 2) organizations like ETS and CEEB in connection with "developing, validating, or administering predictive tests, administering student aid programs, and improving instruction," but such organizations must not show the personally identifiable information to outsiders and must ultimately destroy it;



3) "accrediting organizations in order to carry out their accrediting functions;" 4) parents of a student who is a dependent for income tax purposes (the HEW regulations, when issued, should make clear when a college may reasonably assume that a student is an income tax dependent); 5) "appropriate persons" in the case of health and safety emergencies, with the details left for enunciation in NEW regulation.

Other than in the exceptions just listed, or in the case of directory information or in responding to judicial process, a college may not release "personally identifiable information in education records" or allow anyone access to those records, unless the student has given his written consent "specifying records to be released, the reasons for such release, and to "whom" and a copy of the released records is furnished the student.

**JUDICIAL PROCESS**—If the college is responding to a court order or subpoena, it is under no requirements to give a student a copy of the materials furnished, but it must notify him "of all such orders or subpoenas in advance of compliance therewith." It is to be presumed that the HEW regulations will require only reasonable notification efforts by a college before the due date of a subpoena.

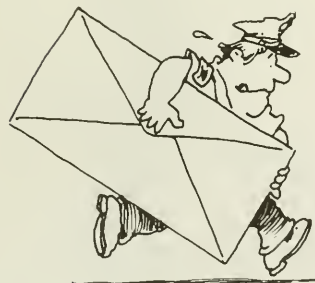
**CUSTODIANS OF RECORDS**—Your records at Stetson are found in two locations. Your personal records are housed in the Office of Student Affairs and your official academic records are housed in the Registrar's Office. If you wish to examine your records in either of these offices, you should make an appointment to do so.

**RELEASE OF INFORMATION**—If you are not claimed by your parents as a dependent for tax purposes and do not want your grades sent to them, you need to come by the Office of Student Affairs to execute the necessary forms. Likewise, if you do not want "Directory Information" released, you should come by the Office of Student Affairs and execute the necessary forms.

If you do not wish any organization to which you belong, such as a fraternity or sorority, to have access to your grades, it is necessary for you to sign a statement to this effect in the Office of Student Affairs.

If you need further information concerning the Family Educational Rights and Privacy Act, please feel free to come by the Office of Student Affairs for assistance.

The University reserves the right to withhold grades and transcripts in cases of delinquent accounts.





# CONSTITUTION OF THE COMMONWEALTH OF STUDENTS OF STETSON UNIVERSITY

## ARTICLE I. PURPOSE

The Commonwealth of Stetson Students as an integral part of our University shall promote community government by seeking student representation and participation at all levels of the decision-making process.

## ARTICLE II. MEMBERSHIP

The Commonwealth of Stetson Students shall be composed of the Stetson Union Board, the University Judiciary Council, and Student Government Association. Each of these organizations shall be separate and of equal standing in the Commonwealth of Stetson Students. No person shall hold executive office in more than one of these organizations.

## ARTICLE III. RESPONSIBILITY

The Commonwealth of Stetson Students shall be responsible to the student body of the University and subordinate to the Student Affairs Committee of the University.

## ARTICLE IV. INCORPORATION OF ORGANIZATIONS

The Stetson Union Board, the University Judiciary Council, and the Student Government Association shall be incorporated as organized in their respective constitutions. These constitutions, together with appropriate bylaws, shall be consistent with this Constitution of the Commonwealth of Stetson Students.

## ARTICLE V. EXECUTIVE COUNCIL

The Executive Council of the Commonwealth of Stetson Students shall be composed of the Presidents of all

Commonwealth organizations. The purpose of this Council shall be to serve as a unifying body and to promote cooperation between all Commonwealth organizations. This Council shall meet to review amendments to this Constitution as required in Article VII and to discuss matters of concern to the Commonwealth. No individual member of this Council shall have the power, expressed or implied, to represent any Commonwealth organization other than the one which that individual serves as President, except in instances in which this Council has expressly written and signed a Resolution and has chosen one of its number to present that particular Resolution.

## ARTICLE VI. STUDENT ELECTION CODE

### *Section 1: Authority*

The responsibility for elections to offices in Commonwealth organizations, the Publications Board, and to student membership on the Student Affairs Committee of Stetson University shall be that of the Student Government Association (S.G.A.) Elections Committee.

### *Section 2: Elections Committee*

- A. The Elections Committee shall be composed of at least (5) persons appointed by the S.G.A. President. The Elections Chairman shall be appointed by the President and confirmed by a two-thirds ( $\frac{2}{3}$ ) vote of the S.G.A.
- B. The Elections Committee shall:
  1. Determine the qualifications and eligibility of the student electors (Section 3).

2. Establish the dates of the election processes including the preparation of the ballots (Section 4).
3. Maintain a current list of minimum qualifications and responsibilities of each elected office (Section 5).
4. Enforce campaign regulations (Section 6).
5. Administer Election Day processes (Section 7).
6. Tabulate the ballots to determine winner (Section 8).
7. Consider appeals regarding all elections (Section 9).

### *Section 3: Qualifications of Electors*

- A. Any registered student of Stetson University on the DeLand campus shall be a qualified elector.
- B. Each qualified elector may only vote in proper race according to year, residence, etc.

### *Section 4: Dates of the Election Processes*

- A. The Elections Committee shall designate an election day and a runoff election day at least three (3) weeks prior to the dates established.
- B. Election day shall be a Wednesday and runoff election day shall be the following Monday, unless the S.G.A. determines by a two-thirds ( $\frac{2}{3}$ ) vote to the contrary.
- C. The Committee shall also designate the dates of election registration.
- D. Registration will begin 14 days before election date and end 7 days before the election date.
- E. Election dates, the offices

available, and registration dates shall be posted by the committee on the S.G.A. Bulletin Board. Thereafter, the *Stetson Reporter* shall also be notified of the above stated information.

- F. The committee shall post the preliminary ballot at least four (4) days preceding the elections on the S.G.A. bulletin board. A copy shall also be sent to the Dean of Student Affairs, the S.G.A. faculty advisor and the presidents of student organizations whose elections are conducted under this CODE.
- G. The final ballot shall be posted in the same location two (2) days before the election.
- H. Straw poll questions shall be placed on the ballot when approved by the S.G.A.

#### *Section 5: Qualifications For Candidacy*

- A. The qualifications of elected offices shall be determined by the Student Affairs Committee, the S.G.A. Elections Committee, and the student organizations whose elections are conducted under this CODE. The presidents of these student organizations shall be required to file with the Elections Committee a copy of their organization's constitution, bylaws, and a list of the minimum requirements for the office in their respective organizations.
- B. During the election registration process, all candidates shall sign a Declaration of Candidacy located on the S.G.A. bulletin board. The Declaration shall include:
  - 1. An oath of candidacy.
  - 2. The qualifications for each office:
    - a. Each student must have at least a 2.0 G.P.A.
    - b. Student may not be on probation.
    - c. Student may not run for more than one office in the same organization.
  - 3. The responsibilities for each office.
  - 4. A copy of the Election Code.
  - 5. The number of seats open for each office.

#### *Section 6: Campaign Regulations*

- A. There shall be no personal soliciting by the candidate or any person working in the candidates' interests within 50 feet of the ballot box on election day. There are to be no campaign posters within this 50-foot radius on election day except in the cafeteria.
- B. All campaign advertising is subject to the campus advertising policy.

#### *Section 7: Election Day*

- A. The polls shall be open between 10:00 a.m. and 6:00 p.m. on election day and its location determined by the Committee.
- B. The number and training of poll workers shall be determined by the Committee.
- C. The Committee shall obtain a master roster of students which shall contain information regarding college, class, and residence. A check shall be placed by the name of each student voting. Checks for the runoff election shall be made in a different color.
- D. Upon completion of all voting, the number of students voting shall be determined from the master roster. No ballots may be destroyed until seven (7) days following the elections or until the close of the final appeal if that occurs more than seven (7) days after the election.

#### *Section 8: Counting of Ballots To Determine Winners*

- A. The validity of the ballots shall be determined at the discretion of the Committee. If a ballot is viewed as invalid, it shall be disqualified and the number of votes cast in that specific race shall be adjusted accordingly.
- B. Each candidate may designate one representative to be present at the counting of votes.
- C. After determining the number of votes cast, the candidates shall be ranked according to the votes cast from the greatest to the smallest.
- D. The highest ranked candidate(s) (according to the seats open) shall be declared the winner.
- E. If a tie occurs within the highest ranked candidate(s) (according to

the seats open), a runoff election shall take place.

- F. At the end of the runoff, the candidates shall again be ranked according to the votes cast from the greatest to the smallest. The candidate with a plurality of votes will be the winner. Accordingly, if more than one seat is still available, this ranking shall be used to fill the position.
- G. The Committee shall then notify the Dean of Student Affairs, the S.G.A. Faculty Advisor, and the Presidents of the organizations of the election results. The Committee shall also post the results on the S.G.A. bulletin board.
- H. If the constitution or bylaws of student organizations whose elections are conducted under this CODE conflict with this constitution of the Commonwealth, the provisions applicable to those organizations shall apply.

#### *Section 9: Appeals*

- A. Appeals must be in writing, signed, and given to the elections chairman within 24 school hours after the infraction or question of legitimacy.
- B. The appellate process shall be dealt with by the Committee and a decision shall be reached within 48 school hours after the appeal has been presented.
- C. If the candidate in question is not satisfied with the verdict, he/she may further appeal to the S.G.A. cabinet within 24 school hours after the first appeal decision. This appeal must also be in writing, signed, and given to the Elections Chairman. The cabinet shall render its decision within 48 school hours after receiving the second appeal. This second decision made by the cabinet shall stand as final.



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# Bon Voyage!

# NOTES



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